



## Historic Preservation Meeting

### AGENDA

Thursday, December 19, 2024

6:00 PM

215 N Broad St - City Hall

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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. MINUTES OF PREVIOUS MEETING

1. Previous Minutes 10-22-2024

V. OLD BUSINESS

VI. NEW BUSINESS

1. Request for COA - 502 E. Church St. - Pool
2. Request for COA - 518 E. Church St. - Windows
3. Request for COA - 123 N. Lumpkin St. - Signage

VII. ADJOURNMENT

Historic Preservation Commission  
Meeting Minutes  
Regular Meeting—October 22, 2024—DRAFT

Present: Elizabeth Jones, Jane Camp (late), Laura Powell, Chuck Bradley,

Absent: Marc Hammes

Staff: Brad Callender, Director of Planning & Development  
Laura Wilson, City Clerk

Visitors: Joe Dixon, Chad Draper, Bruce Henley, Lori Volk, Matthew Chancey

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

Motion to approve agenda as submitted

Motion Powell, Second Bradley  
Motion carried

Chairman Jones asked if there were any changes or corrections to the September 24, 2024 minutes.  
To approve minutes as submitted.

Motion by Bradley, Second by Powell  
Motion carried

Old Business: Moved to bottom of the agenda to have a quorum; Commissioner Bradley is recused.

New Business:

**The First Item of New Business:** Request for COA #3442, a request for construction of a fence at 319 S. Madison Ave. in the East Church Street Historic District. Four new townhouses were recently completed on the site. The fence will run along the northern and southern border of the property from S. Madison Ave. to Milledge Ave. There will also be additional landscaping along the fence. Lori Volk spoke in favor of the project.

Chairman Jones: Any questions from the public? No

Motion to approve

Motion by Powell, Second by Bradley  
Motion carried

**The Second Item of New Business:** Request for COA #3443, a request for signage and a new awning at 141 S. Broad St. in the Monroe Commercial Historic District. The most recent tenant in the space was Reboot Computers and the new tenant is Active Soles Running Company. Matthew Chancey, applicant and owner of the store, spoke in favor of the project. The current awning has an awkward connection to the building that exposes some shingles. I would like to extend the awning and reengineer the frame to make it look uniform. There will be no signage on the awning as pictured. Signage will be in the semi-circle on the front façade (where the existing Reboot sign is), small window decals, and a blade sign on the East Washington Street side. The awning currently extends over into our neighbor’s space (David’s Tavern?) but we are going to bring it back just to our

side. Further discussion on pressure washing the building and repairing exterior brick if needed when the awning frame is altered.

Motion to approve as submitted

Motion by Bradley, Second by Powell  
Motion carried

**The Third Item of New Business:** Request for COA #3444, a request for construction of two new single-family residences in the East Marable Street Historic District. The lot is currently vacant. The East Marable Street Historic District is characterized by house types (floor plans) rather than architectural features. Although limited, exterior characteristics include wrap around porches or porches that run the full length of the front façade, simple columns, and an interior chimney. The proposed site plan has two houses, one on each lot with driveways on the edge leading to a parking pad or potential future garage site in the back. This step is in keeping with the character of the district. The new residences will be addressed 229 and 231 E. Marable St. and have facades that mirror each other. The applicant, Joe Dixon spoke in favor of the project. The houses will be four bedroom, two bathroom similar to what was built next to the old Napa. The houses will not match everything in the district but will compliment it.

Commissioner Powell: How tall will the house be?  
Dixon: Likely 35 feet, typical two stories in height; the houses will have 9ft ceilings

Motion to approve

Motion by Powell, Second by Bradley  
Motion carried

**The Fourth Item of New Business:** Request for COA #3445, a request for signage at 116 S. Broad St.; most recently the former Monroe Police Station, but historically home to Aycocks. The building owner and applicant, Chad Draper is requesting to reproduce the AYCOCKS signs as seen in the photograph submitted with their application. The historic blade sign as seen in the photo will also be recreated. Willfully Guided, the future tenant will occupy both sides of the storefront and therefore would like to have the name of the store painted above both entrances as seen in the historic photo.

Motion to approve

Motion by Powell, Second by Camp  
Motion carried

Old Business:

**The First Item of Old Business:** Request for COA #3401, a request for construction of a new single-family residence at 305 Milledge Ave. in the East Church Street Historic District. The item was tabled in September to allow the applicant time to revise the application. The revised application depicted features consistent with the characteristics of East Church Street Historic District. Staff recommends approval of the project.

Motion to approve

Motion by Camp, Second by Powell  
Motion carried \*Bradley abstaining

**The Fifth Item of New Business:** Approval of the 2025 Meeting Schedule—no discussion

Motion to approve

Motion by Powell, Second by Bradley  
Motion carried

Motion to adjourn

Motion by Hammes, Second by Powell  
Motion carried

Adjourned at 6:25 pm





# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3552	DESCRIPTION:	COA-HPC - INGROUND POOL & SPA
JOB ADDRESS:	502 E CHURCH ST	LOT #:	
PARCEL ID:	M0170121	BLK #:	
SUBDIVISION:		ZONING:	R-1
ISSUED TO:	PATICK STEWART	CONTRACTOR:	PATICK STEWART
ADDRESS:	502 E CHURCH ST	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:		PHONE:	
PROP.USE:	RESIDENTIAL	DATE ISSUED:	12/11/2024
VALUATION:	\$ 0.00	EXPIRATION:	6/09/2025
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
<b>FEE TOTAL</b>		\$ 100.00
<b>PAYMENTS</b>		\$ -100.00
<b>BALANCE</b>		\$ 0.00

**NOTES:** The Historic Preservation Commission will hear your request for AN INGROUND POOL AND SPA at 502 E CHURCH ST on DECEMBER 19, 2024 at 6p.m. 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.

Kathleen Lewi  
(APPROVED BY)

12/11/24  
DATE



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

Receipt Number: R00722821

6

Cashier Name: Kathleen Lewis

Terminal Number: 15

Receipt Date: 12/11/2024 10:45:47 AM

**Transaction Code: BP - Building Projects Payment**

Payment Method: Check Payn Reference: 1001

**Name: STEWART, PATICK** \$100.00

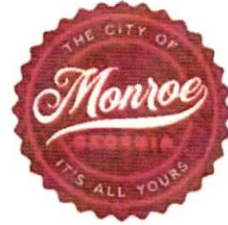
**Total Balance Due:** \$100.00

Amount: \$100.00

**Total Payment Received:** \$100.00

**Change:** \$0.00

# 3552



**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: 502 E Church St, Monroe, GA 30655 Parcel # M0170121

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

Property Owner: Patrick Stewart

Address: 502 E Church St, Monroe, GA 30655

Telephone Number: 678-283-9059 Email Address: patstew90@gmail.com

Applicant: <u>Patrick Stewart</u>	
Address: <u>502 E Church St, Monroe, GA 30655</u>	
Telephone Number: <u>678-283-9059</u>	Email Address: <u>patstew90@gmail.com</u>

Estimated cost of project: \$82,625.00

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
- 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 *(graphic rendering)*
- 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) *(will pay over phone)*

Please submit all application materials in hardcopy to the Code Department and digitally at [lwilson@monroega.gov](mailto:lwilson@monroega.gov)

DocuSigned by:  
*Patrick Stewart* 10/16/2024  
07F8D378A75D481  
 Signature of Applicant Date



South Atlanta Pools & Spas  
9 Pine Grove Road  
Locust Grove, GA 30248  
678-782-6899

October 23, 2024

City of Monroe  
Historic Preservation Commission  
215 N Broad St  
Monroe, GA 30655

Re: CERTIFICATE OF APPROPRIATENESS APPLICATION – HISTORIC DISTRICT  
PATRICK STEWART, HOMEOWNER  
502 E CHURCH ST, MONROE, GA 30655

To Whom it May Concern:

We have been contracted to build a swimming pool and spa for the aforementioned homeowner at the address referenced above. The proposed pool and spa will be 18' x 26' inground gunite (concrete) with crushed pebble interior finish and flagstone coping and decking. Attached are graphic renderings of the proposed project.

Sincerely,

A handwritten signature in black ink that reads "Sherri Mckelvey". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sherri Mckelvey

Attach.



Existing



Existing





artistic conception

# Proposed Pool & Spa



Daniel Blake



artistic conception



Proposed Rooftop Spa

Daniel Blake



**CITY OF MONROE**  
**POOL PERMIT APPLICATION**  
PHONE: (770) 207-4674 email: lwilson@monroega.gov  
**OFFICE PERMITS HOURS: 8:00 a.m. – 4:00 p.m.**

Property Address: 502 E Church St  
Property Owners Name: Together Strong Investment LLC (Patrick Stewart)  
Property Owner Address: 1231 McInteer Cir Phone# 678-283-9059  
City: Greensboro State: GA Zip: 30642  
Contractors Name: Premier Pools & Spas  
Address: 9 Pine Grove Rd  
City: Locust Grove State: GA Zip: 30248  
Phone: 678-782-6899 Cell: \_\_\_\_\_ Email: smckelvey@ppas.com  
Commercial  or Residential   
Inground: fiberglass  cement  or other  Above Ground   
Pool Dimensions: 18'x26'x19'  
Pool Value \$ 82,625.00

Please send a copy of your current Business License and State License, if applicable, for our records.

*Sherri Mckelvey* Sherri Mckelvey 09/05/24  
Signature of Applicant Print Name Date

Revised 8/10/2021





**City of Locust Grove Georgia**  
3644 Highway 42, Locust Grove, GA 30248  
(770) 957-5043

### Business License

**Business Name:** South Atlanta Pools & Spa  
DBA: Premier Pools & Spas

**Business Location:** 9 & 11 Pine Grove RD  
Locust Grove, GA 30248

**Owner:** Robert Gordon

**License Number:** OBL-000186-2024

**Issued Date:** 1/5/2024

**Expiration Date:** 12/31/2024

**Business Type(s):** 238990 All Other Specialty Trade Contractors

**Mailing Address:** 9 & 11 Pine Grove RD  
Locust Grove, GA 30248

**License Type:** Occupational Business License

**Classification:** Manufacturing

**Fees Paid:** \$1,507.80

*Markeya Moore*

Markeya Moore

TO BE POSTED IN A CONSPICUOUS PLACE



USA  
**Georgia**  
 government of Nathan Deal

**DRIVER'S LICENSE**

DL NO. 033020965    DOB 11/20/1966  
 CLASS E    EXP 11/20/2025

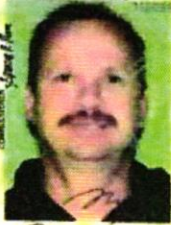

**ROBERT JAMES GORDON JR**

180 MONROE DR  
 MCDONOUGH, GA 30252-3634

HENRY  
 Restrictions B    End NONE  
 Iss 10/18/2017

Sex M    Eyes BRO  
 Hgt 6'-02"    Wgt 197 lb

DD: 323641410980019338

Rev 07/01/2018  
 www.dds.ga.gov  
 (678) 413-8400

323641410980019338



MEDICAL INFORMATION:  
 None



CLASS: E-226,001 lbs. GCWR & trailer ≥10,001 lbs.-Commercial Use Prohibited. All lesser vehicles, except motorcycle

ENDORSEMENTS: None

RESTRICTIONS: B-Corrective lenses required





ATLANTA OFFICE:  
9 KING GORGE RD.  
LOCKPORT GEORGIA 30148  
OFFICE: (770) 277-8791



NAME: STEWART PATRICK  
ADDRESS: 592 E CHURCH ST  
CITY: MONROE, LA 70633  
PHONE 1: 678-283-2099  
PHONE 2:  
PHONE: 778-527-4231  
CUSTOMER SIGNATURE:  
DATE/TIME: J.P.  
CONTRACT DATE: 1/1/24

ISSUE DATE:  
8-16-24  
JOB # 1621

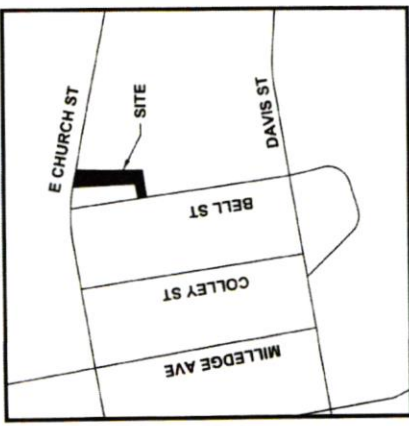
DRAINAGE IN REAR AND ALONG SIDES  
OF RESIDENCE TO BE MAINTAINED

# PLOT PLAN

ALL POOL SUCTION TO BE VGB COMPLIANT  
AND MEET LOCAL CODES

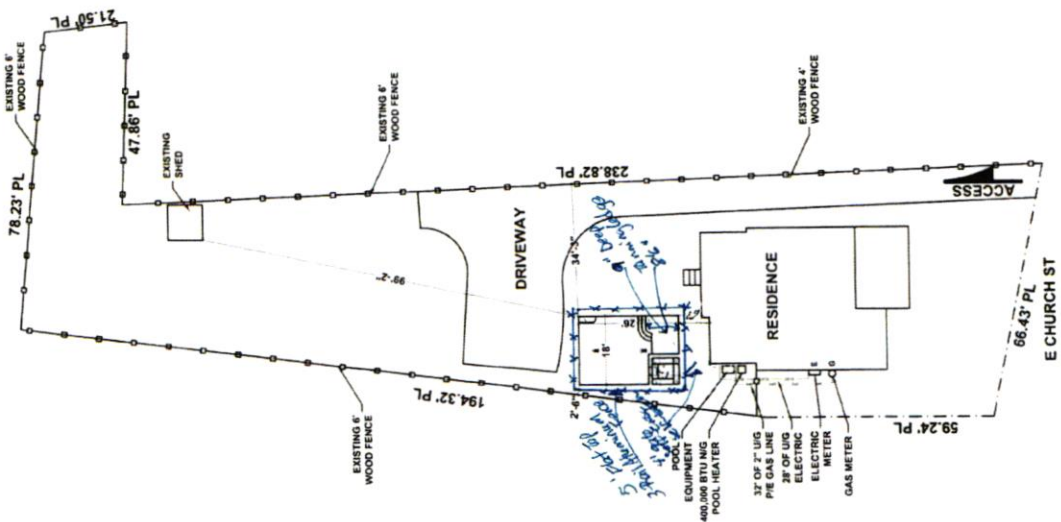
SHEET: 1 of 5  
SCALE: 1"=30'-0"

## VICINITY MAP



## PROPERTY INFORMATION

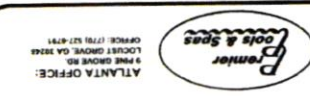
APN: M0170121  
SUBDIVISION:  
LOT #: 1  
JURISDICTION: WALTON COUNTY



\*\*NOTE: PROPERTY LINE LENGTHS AND DIMENSIONS TO  
PROPERTY LINES ARE APPROXIMATE.\*\*

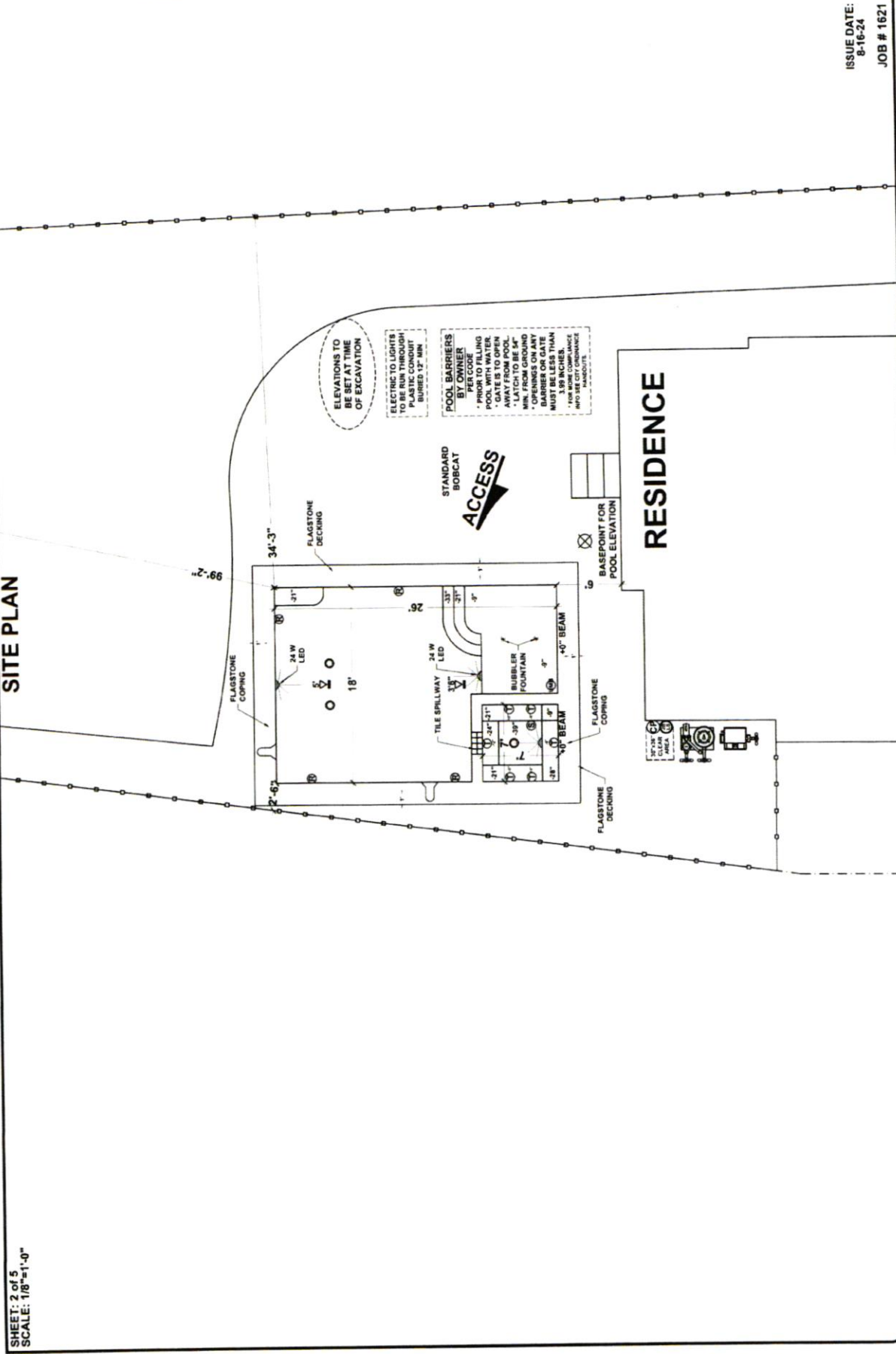
SHEET: 2 of 5  
SCALE: 1/8"=1'-0"

SITE PLAN



CUSTOMER SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
CONTRACT DATE: 7/31/24  
PHONE: 770-922-8281  
PHONE: 770-922-8282  
PHONE: 770-922-8283  
CITY: MONROE, GA 30655  
ADDRESS: 302 E CHURCH ST  
NAME: STEPHEN PATRICK

ISSUE DATE:  
8-16-24  
JOB # 1621



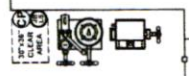
ELEVATIONS TO BE SET AT TIME OF EXCAVATION

ELECTRICAL LIGHTS TO BE RUN THROUGH 1" RIGID CONDUIT BURIED 12" MIN

**POOL BARRIERS**  
BY OWNER PER CODE  
PRIOR TO FILLING POOL WITH WATER, ALL BARRIERS SHALL BE AWAY FROM POOL. LATCH TO BE 54" MIN. FROM GROUND. ALL BARRIERS SHALL BE 3.99 INCHES. MIN. HEIGHT. SEE CITY ORDINANCE FOR MORE INFO.

STANDARD BOBCAT ACCESS

RESIDENCE

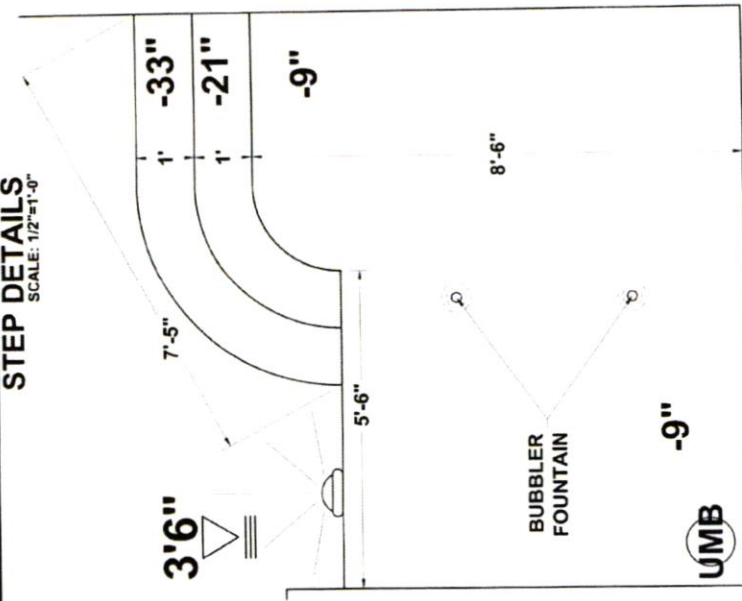




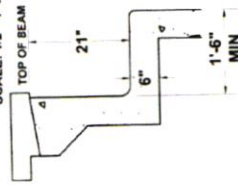
SHEET: 3 of 5

<b>POOL SPECIFICATIONS</b>	POOL DIMENSIONS 20'-0" x 10'-0" POOL DEPTH 3'-6" x 5'-0" POOL SURFACE AREA 204 SF POOL PERIMETER 88' POOL INTERIOR AREA 774 SF POOL VOLUME 12,843 GALLONS
<b>SPA SPECIFICATIONS</b>	SPA DIMENSIONS 7'-9" x 7'-9" SPA SURFACE AREA 54 SF SPA INTERIOR AREA 28' SPA VOLUME 916 GALLONS
<b>EQUIPMENT</b>	CIRCULATION PUMP 2.7 HP / VARIABLE / STEALTH AUX. PUMP FILTER HEATER SANITATION TRUCLEAR SALT SYSTEM CONTROLS IAQUALINK JVA (2) SPA BLOWER NO POOL RETURNS (4) SPA THERAPIES (6)
<b>ELECTRIC</b>	POOL LIGHT (2) 24W COLOR LED SPA LIGHT (1) 12W COLOR LED
<b>STEEL &amp; GUNITE</b>	BENCHES & STEPS 33' ROCK NOTCHES - 6" RAISED BEAM - 12" RAISED BEAM - 24" RAISED BEAM - RAISED SPA SLEEVES (1) IN OVERSIZED STEP
<b>WATER FEATURES</b>	SHEER DESCENDERS - WOK'POTS - FOUNTAINS (2) BUBBLER FOUNTAINS WATERFALLS -
<b>DECK</b>	DECK MATERIAL FLAGSTONE FLAGSTONE SELECTION SHEET COPING MATERIAL FLAGSTONE COPING COLOR SEE COLOR SELECTION SHEET NEW DECK (CONTRACT) 100 SF NEW DECK (PLAN) 104 SF EXISTING DECK AREA - DECK SLEEVES -
<b>TILE</b>	RAISED BEAM FACING - SPILLWAY TILE - TILE INSERTS - TILE - SEE COLOR SELECTIONS
<b>INTERIOR</b>	INTERIOR FINISH TYPE PLASTER INTERIOR FINISH COLOR SEE COLOR SELECTION SHEET
<b>MISCELLANEOUS</b>	MISC. - MISC. - MISC. -
<b>BARRIERS</b>	BARRIERS BY OWNERS CLOSURES BY OWNERS
<b>START UP</b>	TOTAL VOLUME 13,759 TOTAL CLEANING SYSTEM MANUAL POOL COVER BY OWNERS INTERIOR BRUSHING BY OWNERS POOL SERVICE 30 DAYS

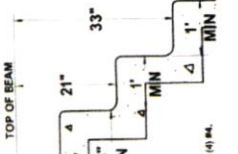
**STEP DETAILS**  
SCALE: 1/2"=1'-0"



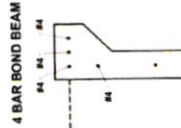
**BENCH SIDE VIEW**  
SCALE: 1/2"=1'-0"



**STEP SIDE VIEW**  
SCALE: 1/2"=1'-0"

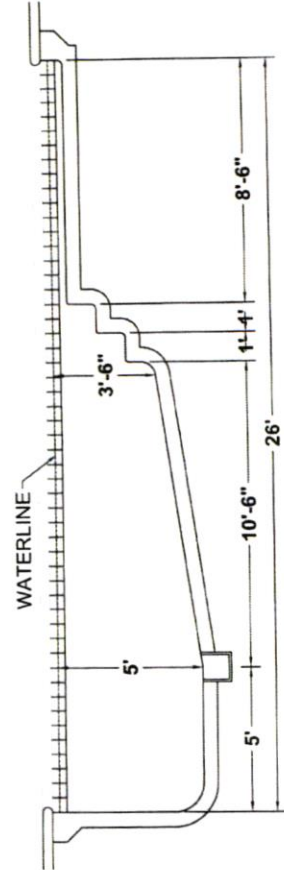


STEEL:  
BOND BEAM TO BE 4 BAR - (4) #4.  
GUNITITE 6" SHELL MIN



**+0" BEAM**

**POOL SECTION**  
SCALE: 1/4"=1'-0"



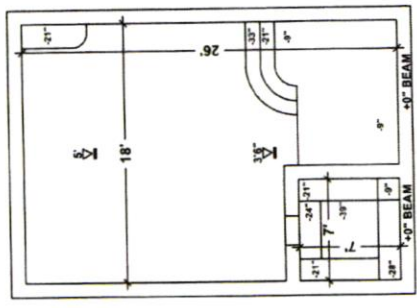
**Premier Pools & Spas**  
ATLANTA OFFICE:  
9 POND CROWE RD.  
LOCUST GROVE, GA 30045  
OFFICE: (770) 277-0711

KAM ESTEVAZ, PATRICK  
ADDRESS: 502 E CHURCH ST  
CITY: MONROE, LA 70502  
PHONE 2: (504) 233-4442  
PHONE: (504) 233-4442  
CONSULTANT: DANIEL BLANK  
REGISTERED PROFESSIONAL ARCHITECT  
PHONE: (713) 277-0711  
CONTRACT DATE: 7/31/24  
CUSTOMER SIGNATURE:

ISSUE DATE:  
8-16-24  
JOB # 1621

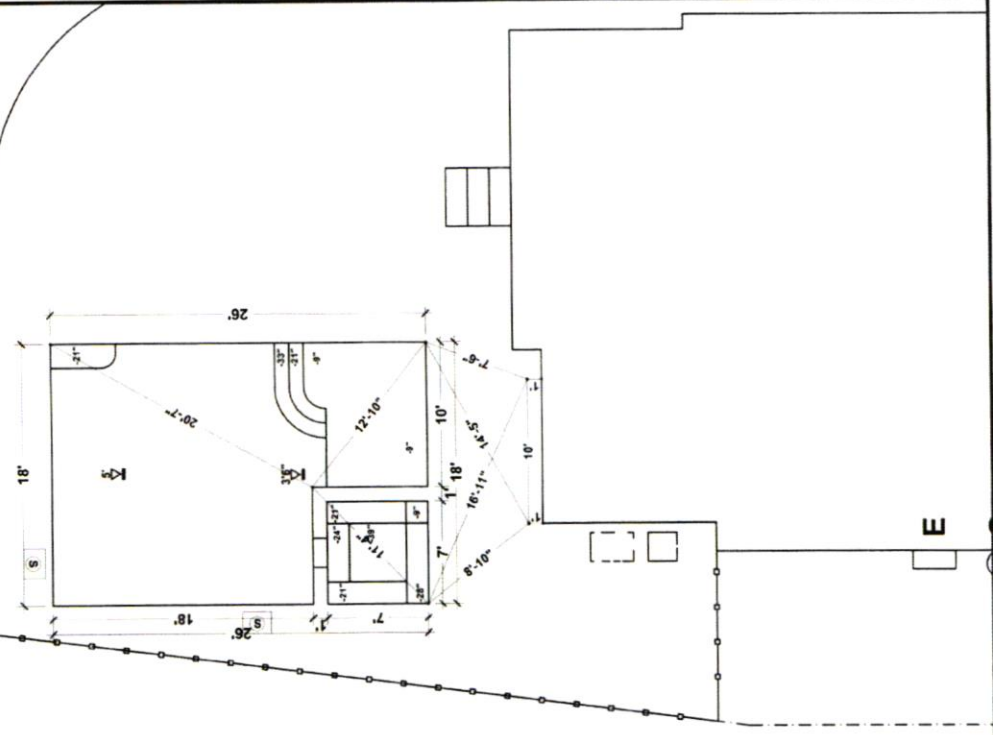
# GUNITE DETAILS

NOTE TO FINISHING CREW:  
ALL 1/2" PIPE LINES THROUGH GUNITE MUST  
HAVE THROUGH WALL RETURN FITTINGS INSTALLED.



# LAYOUT PLAN

NOTE: LAYOUT DIMENSIONS  
ARE TO WATERLINE  
(DEPTHS ARE TO TOP OF BEAM)



SHEET: 4 of 5  
SCALE: 1/8"=1'-0"

ATLANTA OFFICE:  
4 PARK GROVE RD.  
OFFICE: (770) 571-8711



CUSTOMER SIGNATURE: \_\_\_\_\_  
 NAME: STEWART, PATRICK  
 ADDRESS: 282 E CHURCH ST  
 CITY: MONROE, GA 30655  
 PHONE 1: 678-282-9629  
 PHONE 2: \_\_\_\_\_  
 PHONE: 770-527-8781  
 SUPERVISOR: BOB GORDON  
 DRAFTSMAN: J.P.  
 CONTRACT DATE: 7/31/24

ISSUE DATE:  
8-16-24  
JOB # 1621









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

Receipt Number: R00722757 23  
Cashier Name: Kathleen Lewis  
Terminal Number: 15  
Receipt Date: 12/11/2024 8:41:11 AM

**Transaction Code: BP - Building Projects Payment**

Payment Method: Check Payn Reference: 1784

<b>Name: BRYANT, DAWN &amp; GERARD</b>	<b>\$100.00</b>
<b>Total Balance Due:</b>	<b>\$100.00</b>
Amount:	\$100.00
<b>Total Payment Received:</b>	<b>\$100.00</b>
<b>Change:</b>	<b>\$0.00</b>

# 3551



### 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: 518 E. Church Street Parcel # \_\_\_\_\_

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

Property Owner: Dawn + Gerard Bryant

Address: 518 E. Church Street

Telephone Number: 706-306-8988 Email Address: FLAVORS2010@yahoo.com

Applicant:	<u>Dawn + Gerard Bryant</u>	
Address:	<u>518 E. Church Street</u>	
Telephone Number:	<u>706-306-8988</u>	Email Address: <u>FLAVORS2010@yahoo.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
- \_\_\_ 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](mailto:lwilson@monroega.gov)

Dawn C. Bryant  
Signature of Applicant

11/5/24  
Date



Dawn & Gerard Bryant  
518 E. Church Street  
Monroe, GA 30655

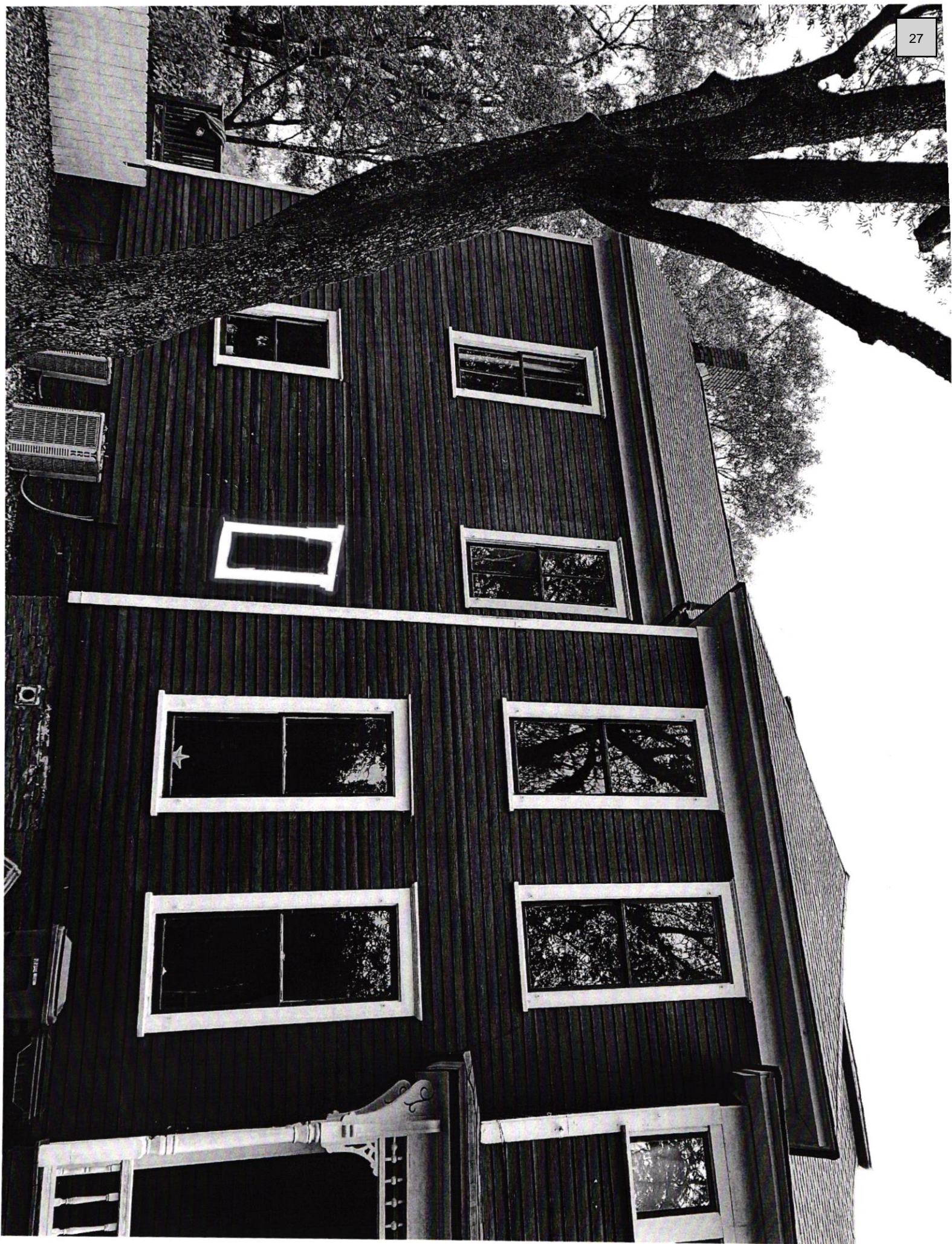
Requesting permission to install an additional window in the kitchen to create more light. The additional window also creates symmetry on the backside of the house (2 windows on the 1<sup>st</sup> floor and 2 windows on the 2<sup>nd</sup> floor).

The additional window will be a vinyl double pane window identical to the other existing window in the kitchen.

















# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3553	DESCRIPTION:	COA-HPC - SIGN
JOB ADDRESS:	123 N LUMPKIN ST	LOT #:	
PARCEL ID:	M0140187A00	BLK #:	
SUBDIVISION:		ZONING:	B-2
ISSUED TO:	CHAD DAVIS	CONTRACTOR:	CHAD DAVIS
ADDRESS:	6771 GRAND MAGNOLIA DR	PHONE:	
CITY, STATE ZIP:	SUGAR HILL GA 30518	OWNER:	
PHONE:		PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	12/11/2024
VALUATION:	\$ 0.00	EXPIRATION:	6/09/2025
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
<b>FEE TOTAL</b>		\$ 100.00
<b>PAYMENTS</b>		\$ -100.00
<b>BALANCE</b>		\$ 0.00

**NOTES:** The Historic Preservation Commission will hear your request for A SIGN at 123 N LUMPKIN ST on DECEMBER 19, 2024 at 6p.m. 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.

*Kathleen Lew*

(APPROVED BY)

12 / 11 / 24  
DATE



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

Receipt Number: R00722877

30

Cashier Name: Kathleen Lewis

Terminal Number: 15

Receipt Date: 12/11/2024 11:22:23 AM

Transaction Code: BP - Building Projects Payment

Name: DAVIS, CHAD \$100.00

**Total Balance Due:** \$100.00

Payment Method: Check Payn Reference: 1002

Amount: \$100.00

**Total Payment Received:** \$100.00

**Change:** \$0.00



### 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: 123 N Lumpkin St Monroe GA 30655 Parcel # \_\_\_\_\_

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: Crista Carrell

Address: \_\_\_\_\_

Telephone Number: 678-522-6560 Email Address: crista@mountaincreekfarm.com

Applicant: <u>Chad Davis</u>	
Address: <u>6771 Grand Magnolia Dr Sugar Hill Ga</u>	
Telephone Number: <u>208-704-6301</u>	Email Address: <u>chad@elixirbrewco.com</u>

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
- \_\_\_\_ 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](mailto:lwilson@monroega.gov); Please submit two physical copies.

Chad Davis \_\_\_\_\_ 11/19/24  
 Signature of Applicant Date

**CITY OF MONROE CODE OFFICE**  
**SIGN PERMIT APPLICATION**  
215 North Broad Street/P.O. Box 725  
Monroe, Georgia 30655  
PHONE: (770) 207-4674 email: lwilson@monroega.gov

Property Address: 123 N Lumpkin St Monroe GA 30655

Owner Name: Crista Carrell

Owner Address: \_\_\_\_\_ Telephone # 678-522-6560

Business Name: Elixir Brew Co

Contractors Name: Jerry Channell

Current Address: 514 Davis St, GA 30501

City: Gainesville State: GA Zip: 30501

Phone # 678-936-1926 Cell # 678-936-1926

Email address chad@elixirbrewco.com

Attach Business License \_\_\_ Permit type: (Commercial  or Residential \_\_\_)

Sq. Ft. 14.2 Dimensions 24" Height 86"

Monument/Ground \_\_\_ Billboard \_\_\_ Projected \_\_\_ Wall  Awning \_\_\_ Banner \_\_\_ Other \_\_\_

Lighted \_\_\_ Electronic \_\_\_ Aggregate area \_\_\_\_\_ Building Width \_\_\_\_\_

Site Plan must be included \_\_\_\_\_ Distance of Sign from other signs \_\_\_\_\_

Total acreage of parcel \_\_\_\_\_ Consent of Owner yes

**VALUE OF THE SIGN** \$2,500

Chad Davis \_\_\_\_\_ 11/19/24  
Signature of Applicant Print Name Date

**CITY OF MONROE CODE OFFICE**  
**SIGN PERMIT APPLICATION**  
215 North Broad Street/P.O. Box 725  
Monroe, Georgia 30655  
PHONE: (770) 207-4674 email: lwilson@monroega.gov

Property Address: 123 N Lumpkin St Monroe GA 30655

Owner Name: Crista Carrell

Owner Address: \_\_\_\_\_ Telephone # 678-522-6560

Business Name: Elixir Brew Co

Contractors Name: Jerry Channell

Current Address: 514 Davis St, GA 30501

City: Gainesville State: GA Zip: 30501

Phone # 678-936-1926 Cell # 678-936-1926

Email address chad@elixirbrewco.com

Attach Business License \_\_\_ Permit type: (Commercial  or Residential \_\_\_)

Sq. Ft. 38 Dimensions 46" Height 120"

Monument/Ground \_\_\_ Billboard \_\_\_ Projected \_\_\_ Wall  Awning \_\_\_ Banner \_\_\_ Other \_\_\_

Lighted  Electronic \_\_\_ Aggregate area \_\_\_\_\_ Building Width \_\_\_\_\_

Site Plan must be included \_\_\_\_\_ Distance of Sign from other signs \_\_\_\_\_

Total acreage of parcel \_\_\_\_\_ Consent of Owner Yes

**VALUE OF THE SIGN** \$7,500

Chad Davis \_\_\_\_\_ Chad Davis \_\_\_\_\_ 11/19/24 \_\_\_\_\_  
Signature of Applicant Print Name Date



**Laura Wilson**

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**From:** Chad Davis <chad@elixirbrewco.com>  
**Sent:** Tuesday, November 19, 2024 5:53 PM  
**To:** Laura Wilson  
**Cc:** Heather Brookshire  
**Subject:** Elixir Sign Applications  
**Attachments:** coa\_planning\_commission.pdf; sign\_permit\_application 2nd sign.pdf; sign\_permit\_application.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hey Laura,

Thank you so much for all of your help with getting the signs for Elixir Brew Co approved. Please see attached for the City of Monroe Code Office Sign Permit Applications, and Certificate of appropriateness Application. I also have our description of work document, and photos and drawings of the new signs as well as where they will go on the building. These will be replacing the current Southern Brewing signs that are on the building now.

Written description of the project:

**Elixir Sign Project**

Elixir Brew Co will be adding 2 wooden and metal signs to 123 N Lumpkin St Monroe GA 30655. See below for the dimensions and material of both signs.

**Main Sign Flat:**

- Material: Wood
- Lettering: Metal
- Lighting: Backlit with soft white lighting.
- Dimensions: H: 46" x W 120"

**Vertical Side Sign**

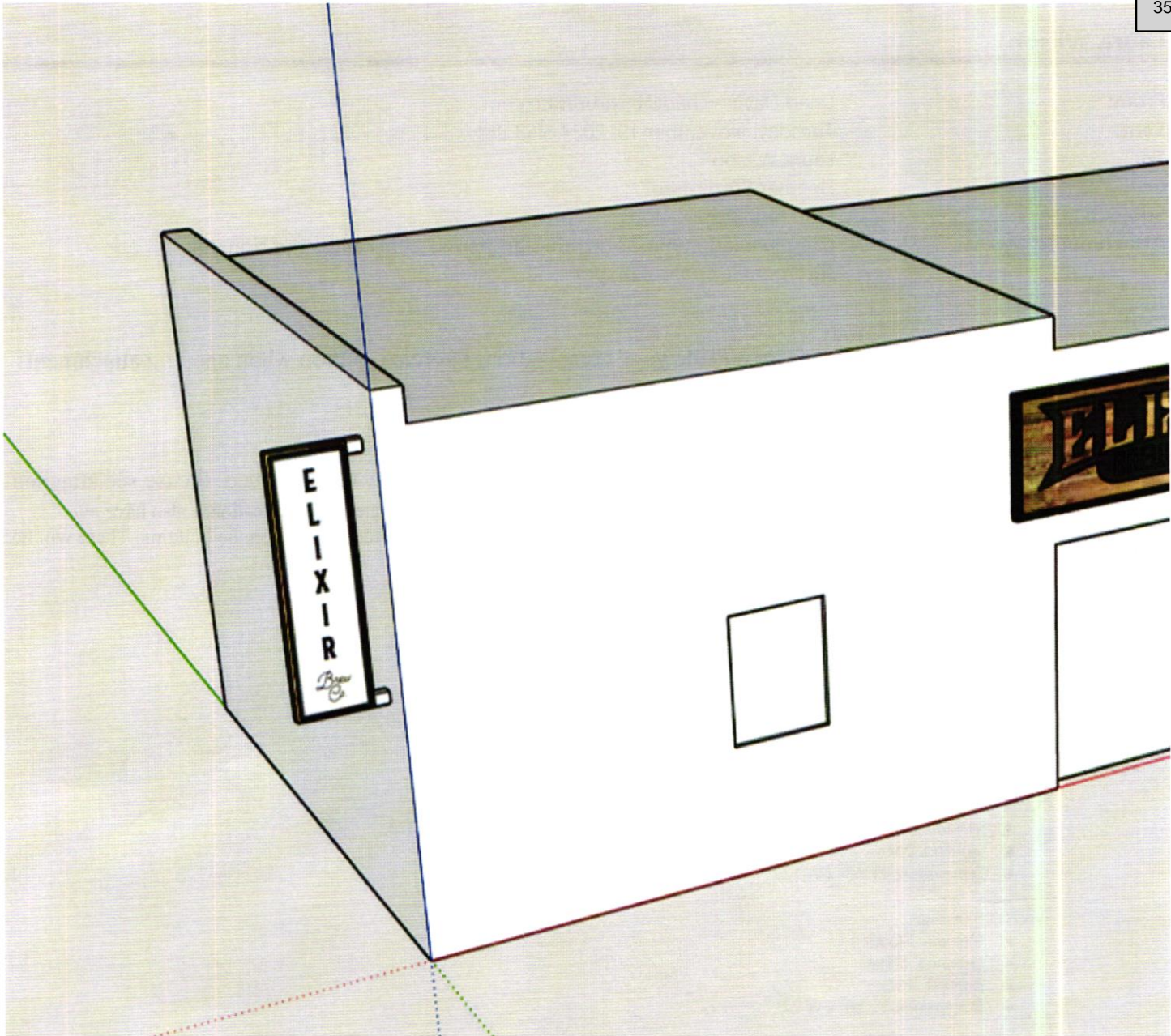
- Material: Wood
- Lettering: Metal
- Bracket: Metal
- Dimensions: H: 86" x W 24"

The main Elixir sign will be replacing the old Southern Brewing sign in the same location and size above the front entrance. This sign will be backlit with soft white lighting.

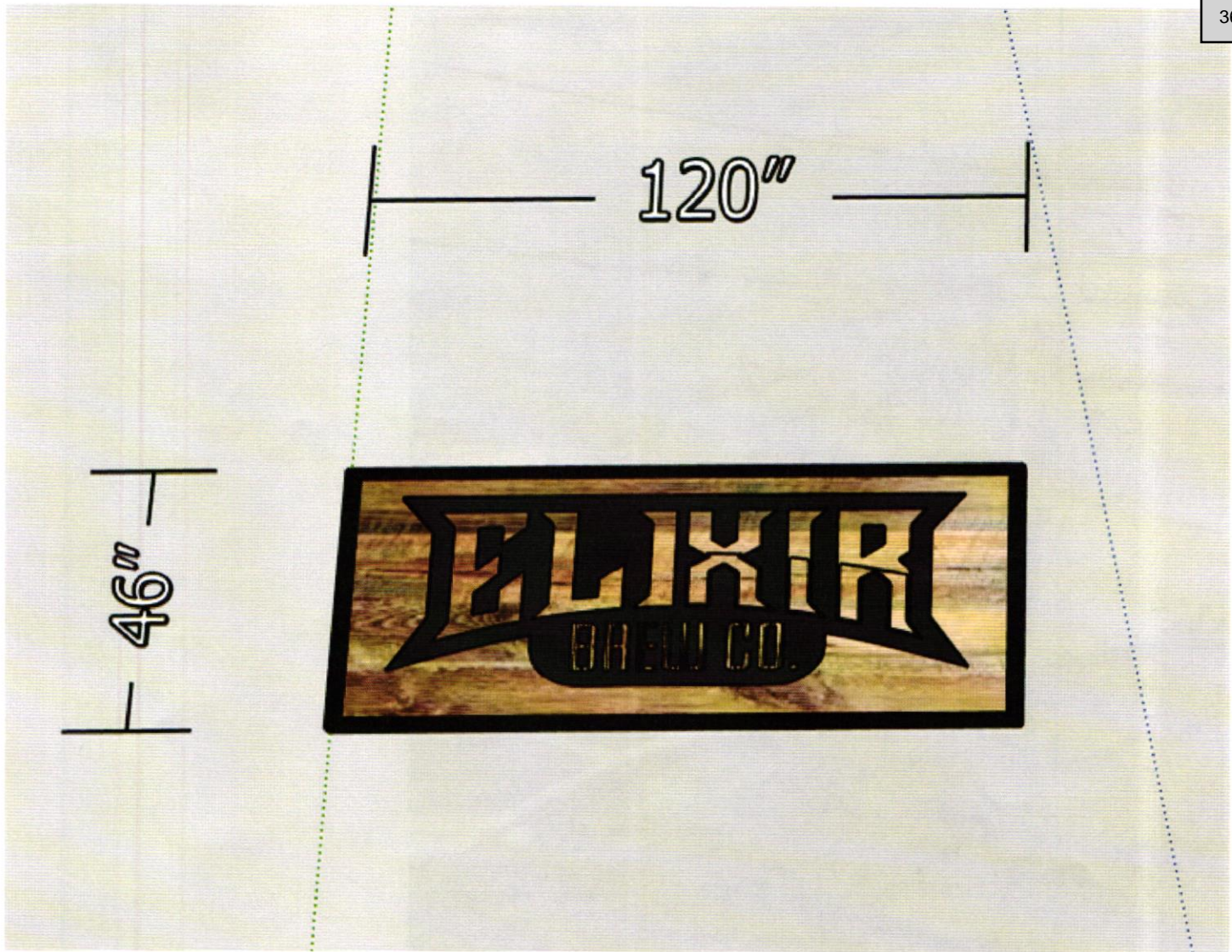
The side sign will be replacing the old vertical southern brewing sign and will be a wooden sign with metal lettering. This sign will have a metal bracket to be secured in the brick wall of the building, and this sign will not be lit. The signs will be created and installed by OSleeper MFG co in Gainesville GA.

Elixir Sign Project  
docs.google.com

Sign Drawings, Dimensions, and Building photos:













Thank you again for all of your help.

Chad Davis  
208-704-6301