



## Historic Preservation Commission Meeting

### AGENDA

Tuesday, January 26, 2021

6:00 PM

Join Zoom Meeting <https://us02web.zoom.us/j/87151934345>

Zoom Meeting ID: 871 5193 4345

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I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

1. Minutes of Previous Meeting - November 24, 2020

IV. REQUESTS

1. Request for COA for Addition - 213 West Highland Avenue

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

Historic Preservation Commission  
Meeting Minutes  
November 24, 2020

Present: Crista Carrell, Susan Brown, Fay Brassie, Elizabeth Jones,

Absent: Mitch Alligood

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

Visitors: Lori Volk, Dulce Villarruel, Fernando Villarruel

Meeting called to order at 6:09 P.M.

Chairman Carrell asked if there were any changes or corrections to the October 27, 2020 minutes.

To approve as submitted.

Motion by Brown Second by Brassie  
Motion carried

Old Business:

319 S Madison Request # HP-0000802020 for a COA for townhouses revisited.

Lori Volk spoke to the request again. She provided a drawing of the actual elevations for the townhouses.

There was more discussion on the types of windows and doors that would be used. Ms. Volk stated the windows would be narrower than the actual drawing. The doors will be different shapes for each Townhouse.

Chairman Carrell asked for any other questions or discussion. There were none.

Chairman Carrell entertained a motion.

To approve as presented in the new drawing as a traditional style pending the blueprints with the traditional style windows and doors.

Motion by Brown Second by Jones  
Motion carried

Brassie brought up the signage for the Mercantile’s sign on rear of building and the stucco and brick on the 100 S Broad Street building. It will be looked into by the Code Department.

New Business: Chairman Carroll discussed the plans for getting the historic survey done.

Jones spoke with Allison Asbrock with the Department of Natural Resources. She will be going thru the previous grant application to see what needs to be amended or changes that need to be made.

Chairman Carrell spoke to WLA Studio to try to get an estimate on the historic survey. We discussed in our planning meeting that we would start with the historic districts and in future years work out from there. We should have some answer by Friday. She will reach out to a couple more firms for there prices. Jones will be researching what the impact would be to the City to lose the Certified Local Government status. This will be shared with the Mayor and Logan Propes.

Chairman Carroll entertained a motion to adjourn.

Motion by Brassie Second by Jones  
Motion carried to adjourn at 6:26 pm



**City of Monroe**

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

# Plan Report

Plan NO.: HP-000086-2 4

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 01/08/2021

**Expiration:**

**Location Address**

**Parcel Number**

213 W HIGHLAND AVE, MONROE, GA 30655

M0140048

**Contacts**

Nan Okelley 213 W Highland Avenue P.O. BOX 1272, Monroe, GA 30655 (770)601-1853	<b>Applicant</b> nan.okelley@yahoo.com
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**Description:** REQUEST FOR COA TO ADD BATHROOM - HPC 1-26-2021 @ 6:00 PM - THIS WILL BE A ZOOM MEETING

<b>Valuation:</b>	\$ 0.00
<b>Total Sq Feet:</b>	0.00

Fees	Amount
Historic Preservation Request	\$10.00
<b>Total:</b>	<b>\$10.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$10.00</b>
Check # 205	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

Issued By:

January 08, 2021

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

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: January 7, 2021

APPLICANT: Nan O'Kelley

APPLICANT'S ADDRESS: 213 West Highland Ave.  
Monroe, Ga. 30655

TELEPHONE NUMBER: 770-601-1853

PROPERTY OWNER: Nan O'Kelley

OWNER'S ADDRESS: 213 West Highland Ave  
Monroe, Ga. 30655

TELEPHONE NUMBER: 770-601-1853

PROJECT ADDRESS: 213 West Highland Ave  
Monroe, Ga. 30655

Brief description of project: addition of bathroom/utility area.

(Continue on separate sheet, if necessary.)

Nan O'Kelley  
Applicant

January 7, 2021  
Date

## 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 4<sup>th</sup> 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.**

Nan O'Kelley  
Signature of Applicant

January 7, 2021  
Date



# Picture of house

From: Nan OKelley (nan.okelley@yahoo.com)

To: nan.okelley@yahoo.com

Date: Friday, January 8, 2021, 09:17 AM EST

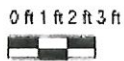


- No demolition
- Addition will be to right of house (approx 12x12)
  - \* brick - install in same style as original house (around windows etc)
  - \* keeping with same style windows
  - \* hip roof that matches other sections of existing roof
  - \* addition should not compromise the style or look of existing house





untitled plan



Created for Nan O'Kelly by J. Reynolds Furniture and Interiors

This floor plan is a representation and should not be relied on exclusively. Measurements should be verified to ensure accuracy.

**J. Reynolds**  
 FURNITURE & INTERIORS

132 N. Broad Street, Monroe, GA 30655  
 770-267-0616 • Fax 770-267-7397



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

Receipt Number: R00186848

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Cashier Name: Debbie Adkinson

Terminal Number: 33

Receipt Date: 1/8/2021 3:22:57 PM

Transaction Code: EG - EnerGov

Name: Okelley, Nan \$10.00

Total Balance Due: \$10.00

Payment Method: Check Payn Reference: 205

Amount: \$10.00

Total Payment Received: \$10.00

Change: \$0.00