



## Historic Preservation Meeting

### AGENDA

Tuesday, May 27, 2025

6:00 PM

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 4-22-2025

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

[1.](#) 301 N. Broad St #3773 - Pool

[2.](#) 215 Walton St. #3789 - Residential Dwelling Addition

VII. **ADJOURNMENT**

**HISTORIC PRESERVATION COMMISSION**  
**MEETING MINUTES**  
**REGULAR MEETING—APRIL 22, 2025**

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

Absent: None

Staff: Brad Callender- City Planner  
 Kaitlyn Stubbs- Executive Assistant

Visitors: Charles Sanders, Veronica Sanders, Matt Tarpley, Chris Barber, Shauna Mathias,  
 Clayton Mathias

Meeting called to order at 6:00 p.m.

Chairwoman Jones calls for a motion to approve agenda as submitted,

Motion by Powell,  
 Second by Hammes,  
 Motion carried unanimously

Chairwoman Jones asked if there were any changes or corrections to the March 25, 2025 minutes.  
 Chairwoman Jones calls for a motion to approve the minutes as submitted,

Motion by Camp,  
 Second by Bradley,  
 Motion carried unanimously

Old Business: None

New Business:

**The First Item of New Business:** Request for COA – 525 S. Madison Ave #3703 – a request for demolition. Mr. Callender shared that the demolition request is for the existing structures on this property and there are three total properties included with this request. They are asking the HPC to grant them a demolition request to demolish the buildings, clean up the site, and prep the site for new development. They have submitted a number of photographs showing the conditions of the site and the buildings themselves. The applicant did address all the standards within Article 54 of the Code of Ordinances. In addition, they have also provided a plan to redevelop the property. They do propose to redevelop the property with some single-family residences that will face Knight St, and the corner would be a multi-story building that would be mixed use. They have been in contact with the planning staff and they understand the zoning ordinance requirements. The plan does reflect the standards of development allowed within the zoning ordinance.

Chairwoman Jones: Asked if the applicant was present. The applicant was present.

Clayton and Shauna Mathias shared they intend to beautify the Mill district. They want to bridge the gap with some smaller more affordable housing with the residences on Knight St.

Chairwoman Jones reviewed the Mathias' lists of addressed standards from Article 54.

Chairwoman Jones asked if there were any questions. There were none.



Motion to approve as presented,

Motion by Powell,  
Second by Hammes,  
Motion carried unanimously

**The Second Item of New Business:** Request for COA – 308 McDaniel St #3709 - a request for a new accessory garage. Mr. Callender shared the applicant wants to build a new accessory garage on the property. He described a proposed site plan showing some additional parking and the expansion of a new garage. He further stated the applicant has provided several photos of the existing garage and the plan is that they are going to duplicate the existing garage.

Chairwoman Jones: Asked if the applicant was present. The applicant was present.

Chris Barber introduced his builder Mr. Matt Tarpley. Mr. Barber said he is putting a new garage so he can put all of his vehicles inside and add some additional parking in front of the tennis courts. They shared they had originally proposed build a circular driveway in front of the house but after looking at the historical pictures and all, they decided not to go on that route.

Chairwoman Jones asked if there were any questions. Ms. Camp asked how many cars would be parked there at one time. Mr. Barber shared that he owned probably 6 to 8 cars that he wanted to keep in the new garage, but as far as parking on the outside he did not seem to think there would be too many unless people were playing tennis, pickle ball, or visiting. The extra parking is for company. A breezeway is being considered to connect the guesthouse with the garage. Ms. Camp shared that she did not want to see tons of buildings on one property.

Motion to approve as presented,

Motion by Camp,  
Second by Bradley,  
Motion carried unanimously

Chairwoman Jones calls for a motion to adjourn,

Motion by Hammes,  
Second by Camp  
Motion carried unanimously

Adjourned at 6:13 p.m.



# CITY OF MONROE

#3773

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## HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION

**REQUEST TYPE:** New Development ☒ Renovation ☐ Signage ☐ Demolition ☐

### HPC REQUEST LOCATION & DESCRIPTION:

Address: 301 N. Broad Street Monroe Parcel #: MO140001  
Parcel Acreage/Square Feet: 1.3 acreage Zoning: R-1

### PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Taylor / Tiffany Steele Phone #: 770-885-8982  
Address: 301 N. Broad Street City: Monroe State: GA Zip: 30655  
Applicant (if not the owner):                      Phone #:                       
Address:                      City:                      State:                      Zip:                     

### PROJECT INFORMATION:

Description of Project/Request: Fiberglass pool in backyard -  
no visual from street.  
Estimated Cost of Project: \$75,000

### REQUIRED SUBMITTAL ITEMS:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Completed Application  | <input type="checkbox"/> Architectural Floor Plans (New Construction Only)  |
| <input checked="" type="checkbox"/> Fee (\$100)  | <input type="checkbox"/> Typed Detailed Description of the Request          |
| <input type="checkbox"/> Survey Plat   | <input type="checkbox"/> Owner Authorization, if applicant is not the owner |
| <input type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable               |   |
| <input checked="" type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable |   |
| <input type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected   |   |

### APPLICANT SIGNATURE & AFFIDAVIT:

I hereby certify that the above information is true and correct.

Tiffany Steele  
Signature of Applicant

Tiffany Steele  
Print Name

04/03/2025  
Date





STEELE TAYLOR &  
STEELE TIFFANY  
301 N BROAD ST  
Acres: 1.29





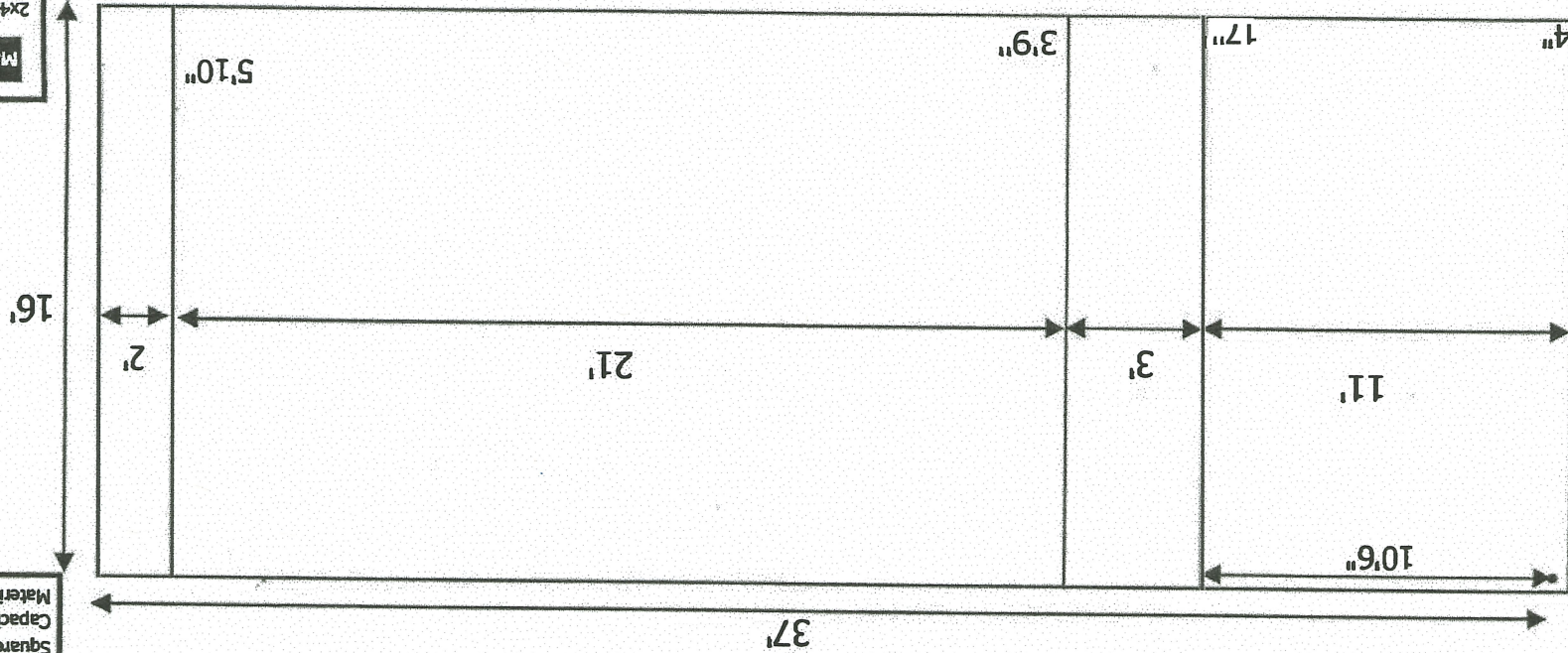
It is important to have your excavator call to review the dig diagram prior to any excavation(1-800-305-5931).

# 14x36 Beach Entry Dig Diagram

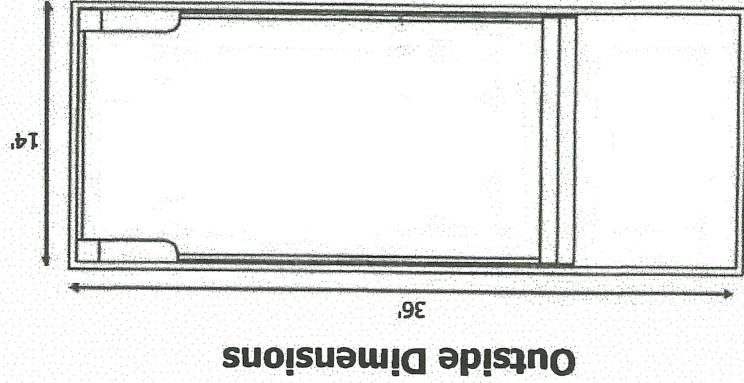
Pool Specifications	
Length: 36'	
Width: 14'	
Depth: 3'9" - 5'1 0"	
Perimeter: 93'	
Square Footage: 440 Sq. Ft.	
Capacity: 9,500 Gallons	
Material: Fiberglass	

## Materials Needed

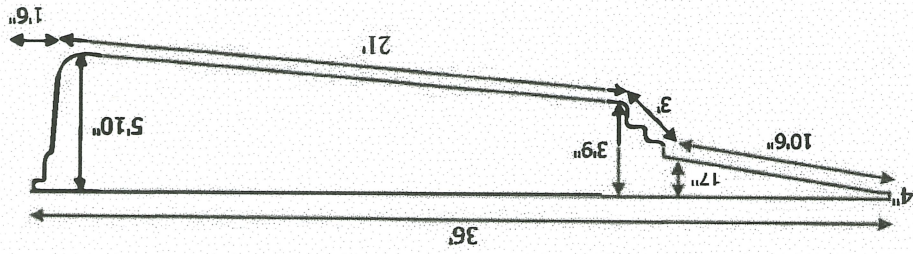
2x4x16: 3
2x6x16: 3
4x4x8: 2



\*\*\* Approximate Dimensions Shown \*\*\*



## Depth Chart





# 3789



# CITY OF MONROE

## HISTORIC PRESERVATION COMMISSION

### CERTIFICATE OF APPROPRIATENESS APPLICATION

**REQUEST TYPE:** New Development ☐ Renovation ☒ Signage ☐ Demolition ☐

#### HPC REQUEST LOCATION & DESCRIPTION:

Address: 215 Walton St. Monroe, GA 30655 Parcel #: \_\_\_\_\_  
 Parcel Acreage/Square Feet: \_\_\_\_\_ Zoning: \_\_\_\_\_

#### PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Nelda Holley Phone #: 678-227-4552  
 Address: 215 Walton St. City: Monroe State: GA Zip: 30655  
 Applicant (if not the owner): Chanch Edwards/Nehemiah Construction Phone #: 770-530-5293  
 Address: 511 E. Spring St. City: Monroe State: GA Zip: 30655

#### PROJECT INFORMATION:

Description of Project/Request: Home Addition  
 Estimated Cost of Project: \$158,349

#### REQUIRED SUBMITTAL ITEMS:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Completed Application  | <input checked="" type="checkbox"/> Architectural Floor Plans (New Construction Only)  |
| <input checked="" type="checkbox"/> Fee (\$100)  | <input checked="" type="checkbox"/> Typed Detailed Description of the Request          |
| <input checked="" type="checkbox"/> Survey Plat  | <input checked="" type="checkbox"/> Owner Authorization, if applicant is not the owner |
| <input checked="" type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable    |  |
| <input checked="" type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable |  |
| <input checked="" type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected  |  |

#### APPLICANT SIGNATURE & AFFIDAVIT:

I hereby certify that the above information is true and correct.

*Chanch Edwards*  
 Signature of Applicant

Chanch Edwards  
 Print Name

4/16/25  
 Date

### Owner Authorization Statement

Property Owner: Nelda Holley

Property Address: 215 Walton St. Monroe, GA 30655

### Project Description

540 sq. ft. Rear Home Addition, including:

- Demolition of existing concrete
- Installation of foundation wall and framing
- Roofing, siding, and window installation
- Plumbing, electrical, and HVAC system integration
- Final interior finishes

### Detailed Description Of The Request

This 215 Walton St. project involves a 540 sq. ft. Rear Home Addition, including:

- Demolition of existing concrete
- Installation of foundation wall and framing
- Roofing, siding, and window installation
- Plumbing, electrical, and HVAC system integration
- Final interior finishes

### Material List

- Concrete
- Lumber
- Roof Shingles
- Plumbing
- Electrical
- HVAC
- Masonry
- Sheetrock
- Windows
- Paint
- Tile
- Siding













Client: Holley, Nelda

Main Floor Plan Addition

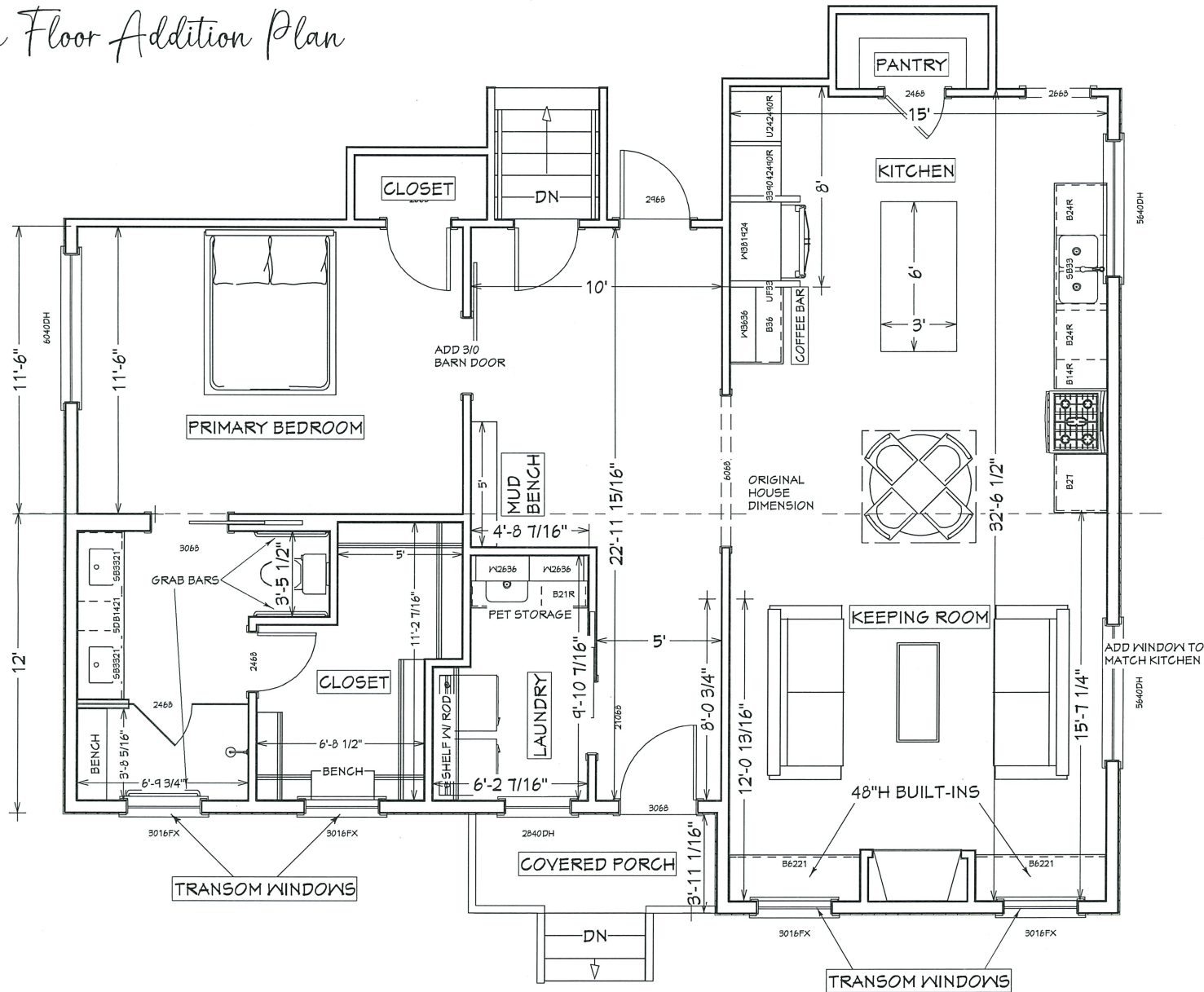
Designer: Christina Hall







# Main Floor Addition Plan



# HG

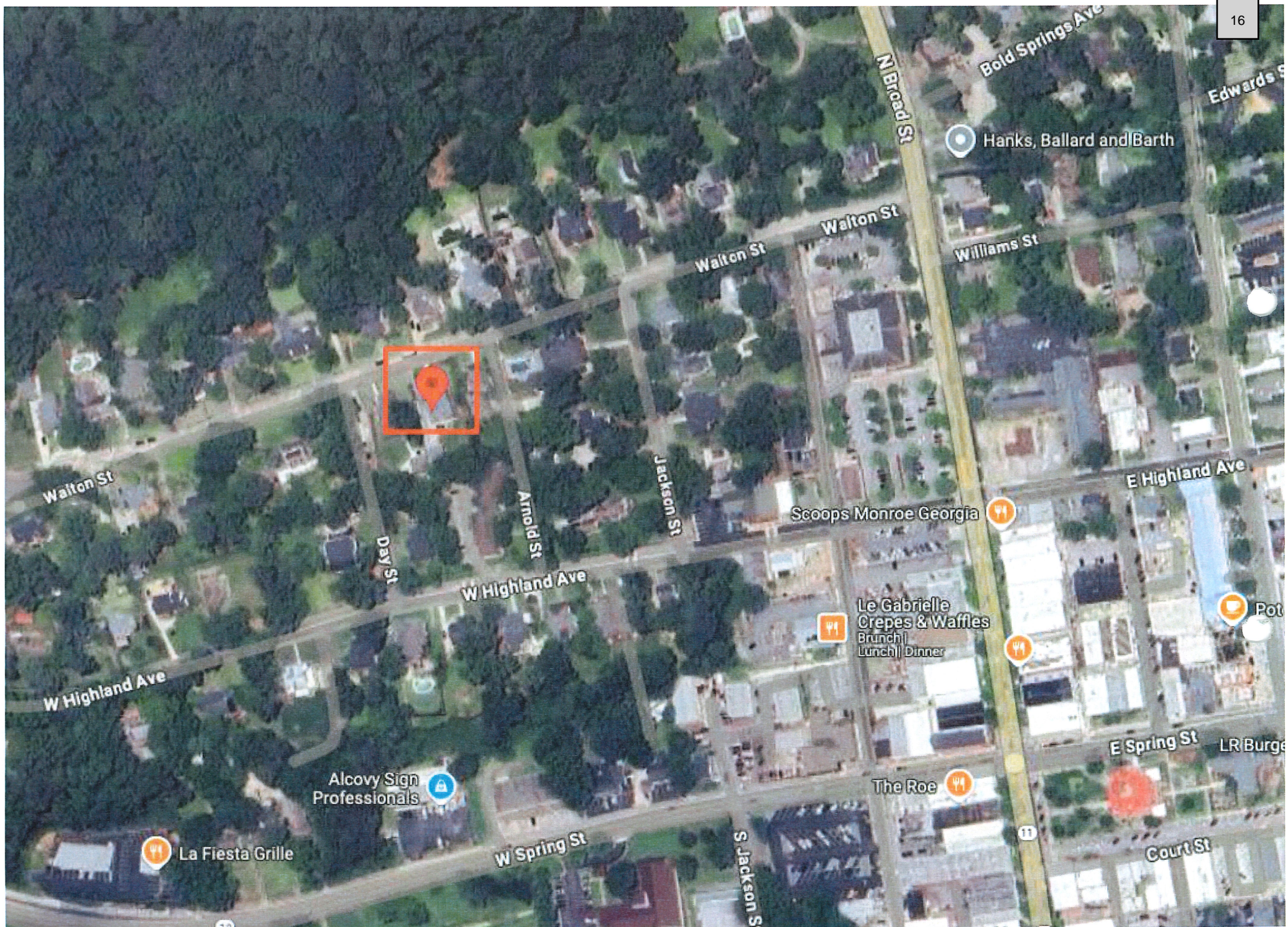
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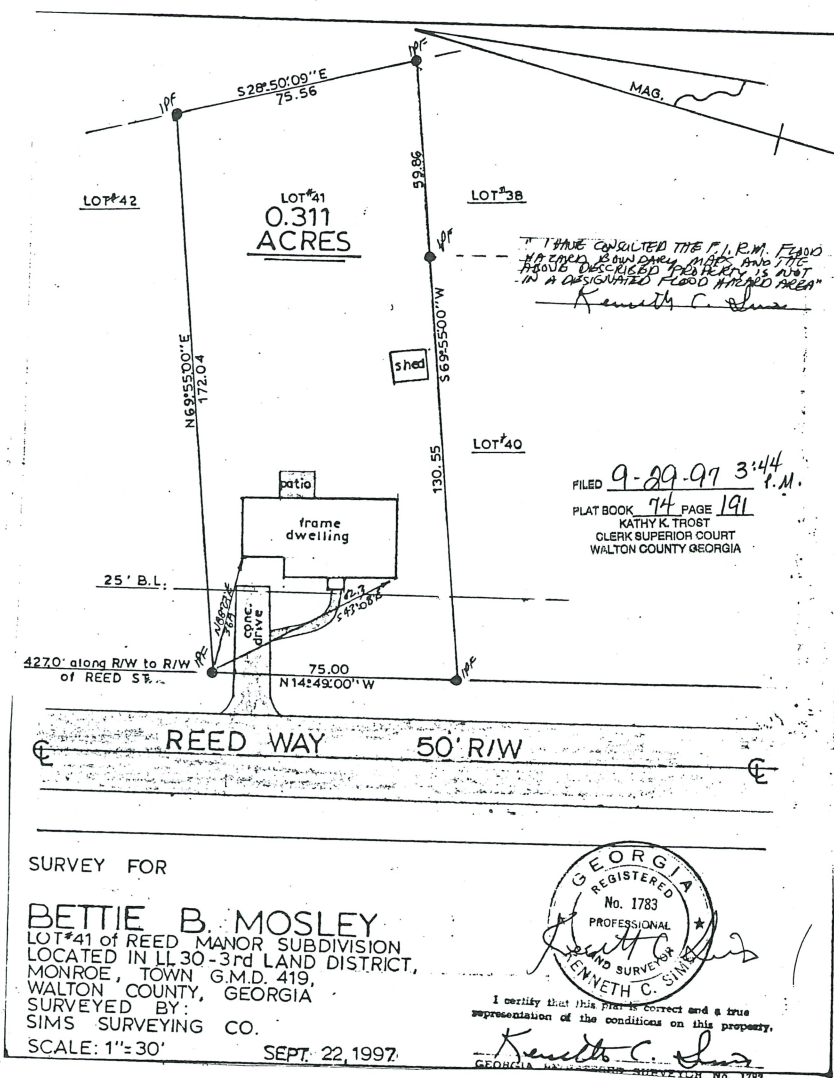
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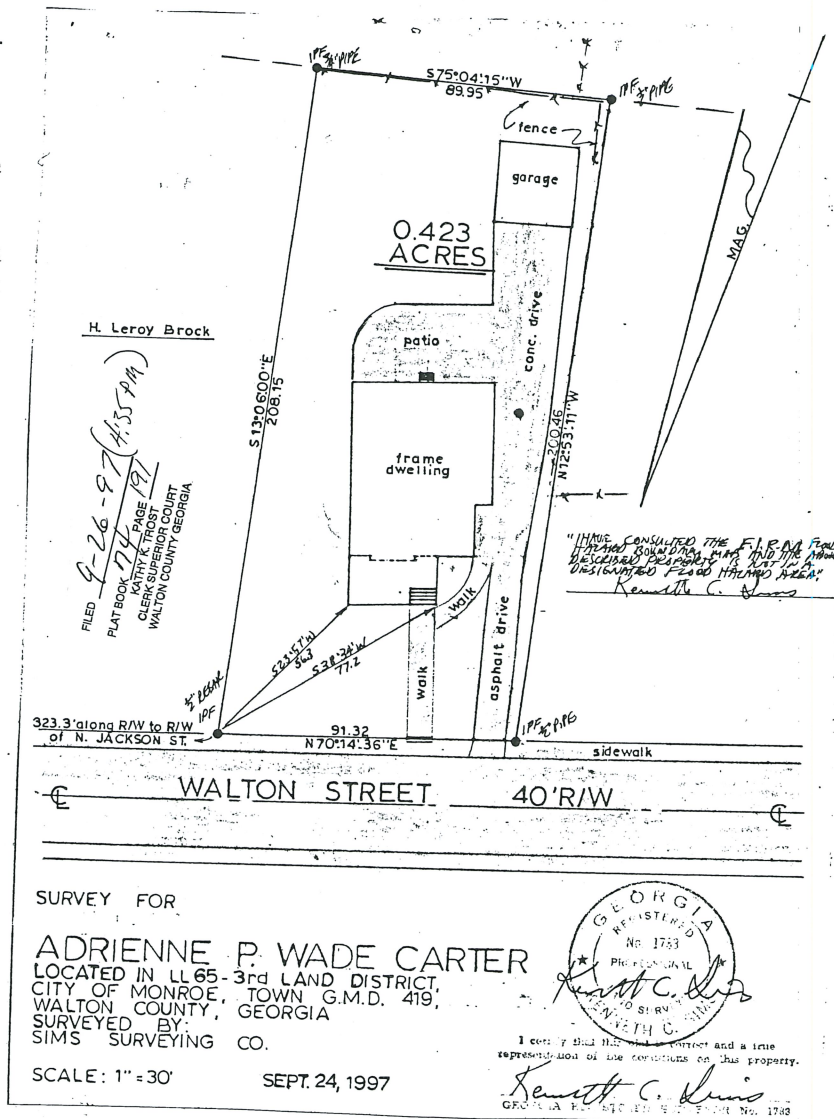




SURVEY FOR  
**BETTIE B. MOSLEY**  
LOT#41 of REED MANOR SUBDIVISION  
LOCATED IN LL30-3rd LAND DISTRICT,  
MONROE, TOWN G.M.D. 419,  
WALTON COUNTY, GEORGIA  
SURVEYED BY:  
SIMS SURVEYING CO.  
SCALE: 1"=30'

GEORGIA  
REGISTERED  
No. 1783  
PROFESSIONAL  
SURVEYOR  
KENNETH C. SIMS  
I certify that this plat is correct and a true representation of the conditions on this property.  
SEP 30 1997

RECORDED: SEP 30 1997, 19 —  
KATHY K. TROST, CLERK



SURVEY FOR  
**ADRIENNE P. WADE CARTER**  
LOCATED IN LL65-3rd LAND DISTRICT,  
CITY OF MONROE, TOWN G.M.D. 419,  
WALTON COUNTY, GEORGIA  
SURVEYED BY:  
SIMS SURVEYING CO.

GEORGIA  
REGISTERED  
No. 1783  
PROFESSIONAL  
SURVEYOR  
KENNETH C. SIMS  
I certify that this plat is correct and a true representation of the conditions on this property.  
SEP 24 1997

RECORDED: SEP 24 1997, 19 —  
KATHY K. TROST, CLERK

