



Historic Preservation Meeting

AGENDA

Tuesday, October 24, 2023

6:00 PM

City Hall - 215 N. Broad St.

-
- I. **CALL TO ORDER**
 - II. **ROLL CALL**
 - III. **APPROVAL OF AGENDA**
 - IV. **MINUTES OF PREVIOUS MEETING**
 - [1.](#) Previous Minutes 9-26-2023
 - V. **OLD BUSINESS**
 - VI. **NEW BUSINESS**
 - [1.](#) Request for COA - 110 W Spring St - Signage
 - [2.](#) Request for COA - 144 6th St - Windows
 - VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
Regular Meeting—September 26, 2023—DRAFT

Present: Fay Brassie, Laura Powell, Elizabeth Jones, Marc Hammes, Jane Camp

Absent: None

Staff: Brad Callender, City Planner
Laura Wilson, Code Admin

Visitors: Chuck & Lori Bradley, Larry Bradley, Giancarlo P.

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

Motion to approve agenda as submitted

Motion Brassie. Second Camp
Motion carried

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

Motion by Powell, Second by Hammes
Motion carried.

Old Business: None

New Business:

The First Item of New Business: Request for COA #2654, a request for exterior signage at 132 N. Broad St. The applicant, Giancarlo Podeszwa, is proposing to add window signs and a hanging sign for a new restaurant—The Thirsty Moose. The hanging sign will be located between the windows on the second story. The windows on the ground level will have two decals (not three as pictured in the application).

Commissioner Brassie: Is this a chain restaurant?

Podeszwa: No, it is named after my father’s first restaurant.

Podeszwa: For the paint on the outside, can I touch that up or would I have to come back?

Chairman Jones: You can paint the areas that have been painted, not the unpainted brick

Motion to approve with two window signs on the ground level

Motion by Hammes, Second by Camp
Motion carried

The Second Item of New Business Request for COA #2655, a request for a shed at 400 E. Church St. The applicant and owner, Chuck Bradley, spoke in favor of the project. The shed will be used for storage. The applicant tried to select a shed that would complement the house—black trim, cream shed with a gable

Motion to approve

Motion by Camp, Second by Brassie

Motion carried.

The Third Item of New Business: Phase Two Historic Survey Update by Laura Wilson

- Phase Two is the northeast section of the city
- 25% of the was turned into the state for review
- 173 Resources were surveyed—preliminary evaluation based on physical integrity
 - National Register Evaluation—56 (No), 51 (Need more information), & 66 (Yes)
- When broken down by building type—most of the resources surveyed were ranches

Motion to adjourn

Motion by Brassie, Second by Hammes
Motion carried

Adjourned at 6:20 pm



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	2703	DESCRIPTION:	HISTORIC PRESERVATION - SIGN
JOB ADDRESS:	110 W SPRING ST	LOT #:	
PARCEL ID:	M0140065	BLK #:	
SUBDIVISION:		ZONING:	B-2
ISSUED TO:	BRITTANY PALAZZO	CONTRACTOR:	BRITTANY PALAZZO
ADDRESS:	204 WALTON ST	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:		PHONE:	
PROP.USE:	COMMERCIAL	DATE ISSUED:	10/19/2023
VALUATION:	\$ 1,500.00	EXPIRATION:	4/16/2024
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
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES:

The Historic Preservation Commission will hear your request for signage at 110 W Spring St on October 24, 2023 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.



(APPROVED BY)

10/19/23
DATE



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: 110 W Spring St Monroe, GA 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: Brittany Palazzo

Address: 204 Walton St Monroe, GA

Telephone Number: 678-462-2679 Email Address: addisonswonderland@yahoo.com

Applicant:	Brittany Palazzo	
Address:	204 Walton St Monroe, GA	
Telephone Number:	678-206-7272	Email Address: abigail.addisonswonderland@gmail.com


Estimated cost of project: \$1500

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

RECEIVED
2703

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



Signature of Applicant

9/13/2023

Date

Information for Signage at 110 & 114 W Spring St Monroe, GA 30655

Applicant: Brittany Palazzo

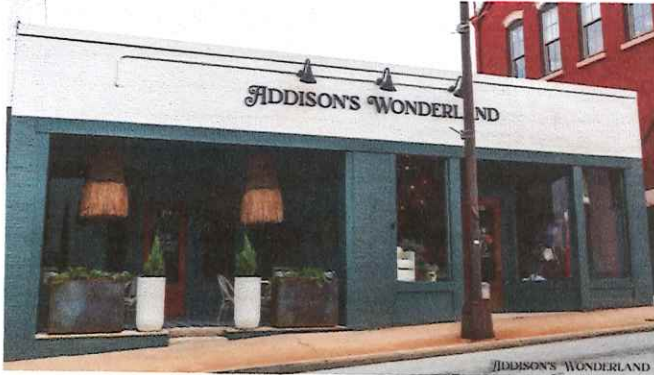
Contact: abigail.addisonswonderland@gmail.com

678-206-7272

Project Description:

We are wanting to install signage on 110 & 114 W Spring St. It will be a projected sign that is double sided and installed center on the building. One side of the sign will say "Women's Clothing and Home Decor" and the other side will say "Event Space."

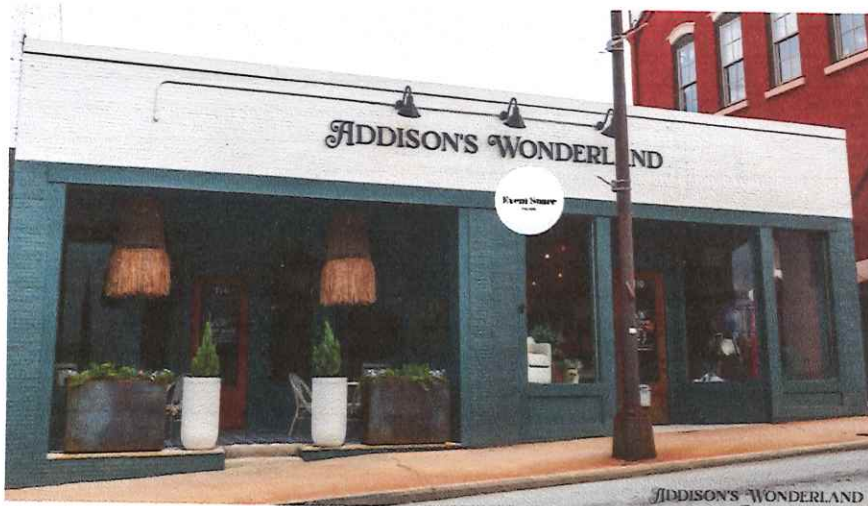
Current facade as is:



Style of sign:



Mock up of what we are wanting:





City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	2704	DESCRIPTION:	HISTORIC PRESERVATION WINDOWS
JOB ADDRESS:	144 6TH ST	LOT #:	
PARCEL ID:	M0200124	BLK #:	
SUBDIVISION:	WALTON MILLS	ZONING:	R-1A
ISSUED TO:	GO PERMITS	CONTRACTOR:	GO PERMITS
ADDRESS:	105 BUTTONBALL LANE	PHONE:	
CITY, STATE ZIP:	GLASTONBURY CT 06033	OWNER:	
PHONE:		PHONE:	
PROP.USE:	RESIDENTIAL	DATE ISSUED:	10/19/2023
VALUATION:	\$ 16,100.00	EXPIRATION:	4/16/2024
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
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00


NOTES:

The Historic Preservation Commission will hear your request for exterior changes including windows 144 6th St. on October 24, 2023 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.


(APPROVED BY)

10/19/23
DATE



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: 144 6th Street, Monroe, GA 30655 Parcel # M0200124

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

Property Owner: Suzann Hembree

Address: 144 6th Street, Monroe, GA 30655

Telephone Number: (404) 641-6856 Email Address: _____

Applicant: <u>Scott Doughman</u>	
Address: <u>115 BUTTONBALL LANE, GLASTONBURY CT 06033</u>	
Telephone Number: <u>(860) 952-4112</u>	Email Address: <u>windownation@gopermits.org</u>

Estimated cost of project: \$16,088.00

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
- 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)

RECEIVED
2704

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

Signature of Applicant

9/21/2023

Date



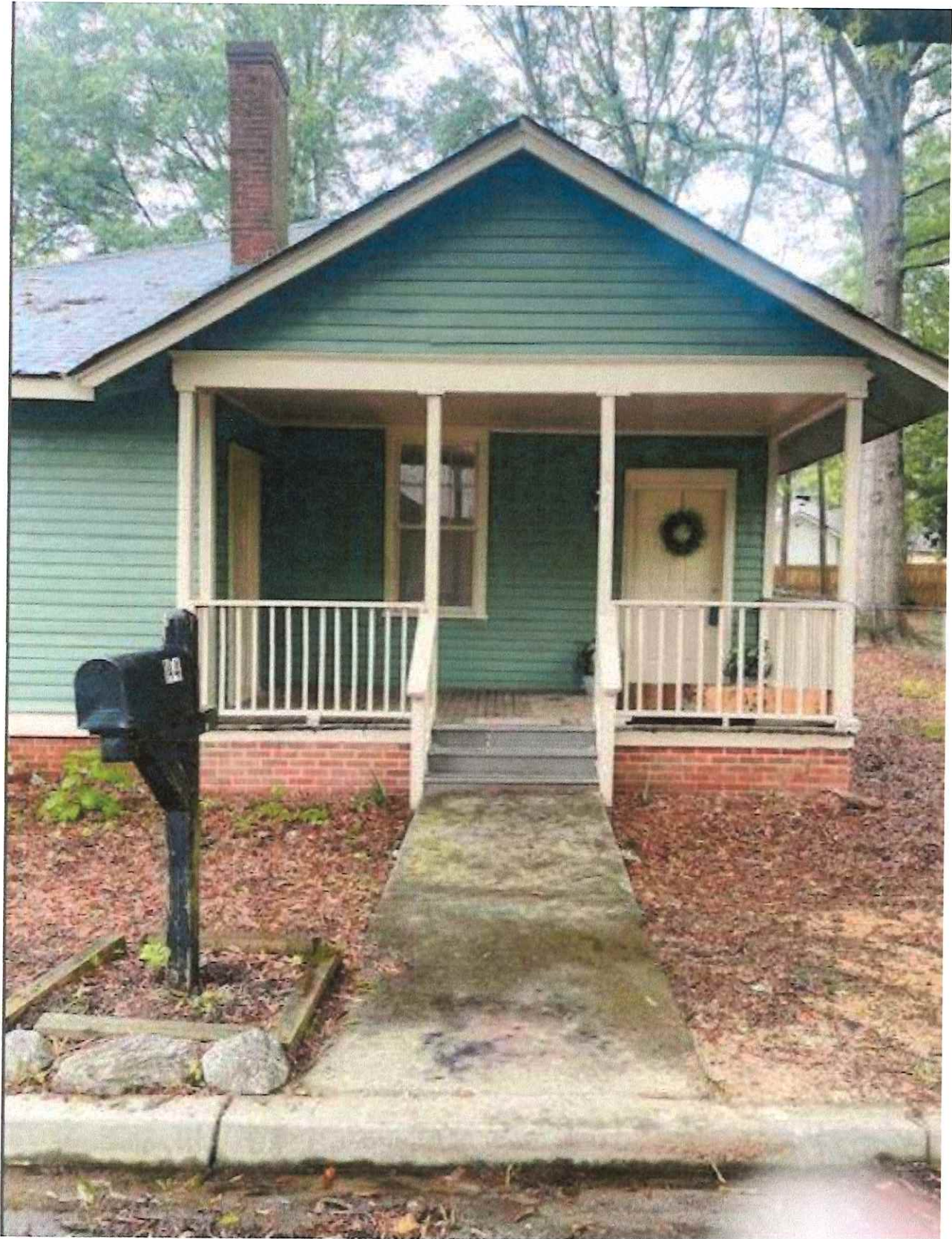
Image capture: Jun 2022 Images may be subject to copyright.



Suzann Hembree
144 6th St
Monroe, GA 30655



Suzann Hembree
144 6th St
Monroe, GA 30655









CL098C














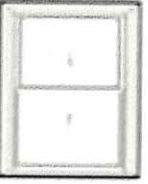
License #: RBCO007539

Sales: 866-446-2846
Service: 866-217-9582

PRODUCT SPECIFICATIONS

<p>Buyer's Information and Description of Property: Suzann Hembree 144 6th St Monroe, GA 30655</p>	<p>Buyer Contact Information: (404) 641-6856 Home</p>	<p>Buyer Email Information:</p>
---	--	--

Work Order Details:

<p>1</p>	<p>Model: Addison W:33" H:61" Quantity: 1 • Style: Double Hung • Grids: None • Screen: Half Screen • Color: Interior White/Exterior White</p>	<p>Location: Level 1, Kitchen • Configuration: Equal Sashes • Glass: Extreme 2 Pane/Low-E & Argon</p>	
<p>2</p>	<p>Model: Addison W:33" H:69" Quantity: 1 • Style: Double Hung • Grids: None • Screen: Half Screen • Color: Interior White/Exterior White</p>	<p>Location: Level 1, Kitchen • Configuration: Equal Sashes • Glass: Extreme 2 Pane/Low-E & Argon</p>	
<p>3</p>	<p>Model: Addison W:28" H:69" Quantity: 2 • Style: Double Hung • Grids: None • Screen: Half Screen • Color: Interior White/Exterior White</p>	<p>Location: Level 1, Living Room • Configuration: Equal Sashes • Glass: Extreme 2 Pane/Low-E & Argon</p>	
<p>4</p>	<p>Model: Addison W:34" H:69" Quantity: 1 • Style: Double Hung • Grids: None • Screen: Half Screen • Color: Interior White/Exterior White</p>	<p>Location: Level 1, Living Room • Configuration: Equal Sashes • Glass: Extreme 2 Pane/Low-E & Argon</p>	

5675 Oakbrook Pkwy., Ste A
Norcross, GA, 30093

License #: RBCO007539



Date of Agreement:
September 07, 2023




21

Sales: 866-446-2846
Service: 866-217-9582

PRODUCT SPECIFICATIONS

Buyer's Information and Description of Property: Suzann Hembree 144 6th St Monroe, GA 30655	Buyer Contact Information: (404) 641-6856 Home	Buyer Email Information:
---	--	---------------------------------

Work Order Details (cont.)

5	Model: Addison W:33" H:69" Quantity: 2 <ul style="list-style-type: none"> • Style: Double Hung • Grids: None • Screen: Half Screen • Color: Interior White/Exterior White 	Location: Level 1, Bedroom (master) <ul style="list-style-type: none"> • Configuration: Equal Sashes • Glass: Extreme 2 Pane/Low-E & Argon 	
6	Model: Addison W:33" H:69" Quantity: 2 <ul style="list-style-type: none"> • Style: Double Hung • Grids: None • Screen: Half Screen • Color: Interior White/Exterior White 	Location: Level 1, Bedroom <ul style="list-style-type: none"> • Configuration: Equal Sashes • Glass: Extreme 2 Pane/Low-E & Argon 	
7	Model: Addison W:27" H:54" Quantity: 1 <ul style="list-style-type: none"> • Style: Double Hung • Grids: None • Screen: Half Screen • Color: Interior White/Exterior White 	Location: Level 1, Bathroom <ul style="list-style-type: none"> • Configuration: Equal Sashes • Glass: Extreme 2 Pane/Low-E & Argon 	
Additional Items 10 - EPA Lead Containment Install - Window (Per Opening)			

Special instructions:

Customer will remove and replace their curtains/blinds(aware that they may not fit back in).All discounts have been applied.8-12 weeks for installation after final measure

5675 Oakbrook Pkwy., Ste A
Norcross, GA, 30093

License #: RBCO007539



Date of Agreement:
September 07, 2023

22

Sales: 866-446-2846
Service: 866-217-9582

PRODUCT SPECIFICATIONS

Buyer's Information and Description of Property: Suzann Hembree 144 6th St Monroe, GA 30655	Buyer Contact Information: (404) 641-6856 Home	Buyer Email Information:
---	--	---------------------------------

Installation Details:

Window Removal Type: Wood Exterior Trim: G8 Exterior Trim Color: White Sealant: OSI Quad Max Insulation Around Window: OSI Quad Foam Clean Up and Haul Away: Yes	Additional products needed in the future: No Customer agrees to allow Window Nation to post a yard sign until 30 days after install: Yes Year house was built: 1935 EPA Lead Containment Required: Yes EPA Lead Testing Required: No HOA Approval Required: No
---	---

5675 Oakbrook Pkwy., Ste A
Norcross, GA, 30093



Date of Agreement:
September 07, 2023

23

License #: RBCO007539

Sales: 866-446-2846
Service: 866-217-9582

CUSTOM REMODELING AND IMPROVEMENT AGREEMENT

Buyer's Information and Description of Property: Suzann Hembree 144 6th St Monroe, GA 30655	Buyer Contact Information: (404) 641-6856 Home	Buyer Email Information:
---	--	---------------------------------

Buyer(s) listed above hereby jointly and severally agrees to purchase the goods and/or services of Window Nation, LLC. ("Contractor") in accordance with the prices and terms described in this 6 page document and the Product Specifications, which are incorporated as part of the Agreement (collectively, this "Agreement"). This Agreement represents a cash sale of goods and services. Buyer(s) agrees to pay the cost of the goods and services purchased as described herein, regardless of timing or approval of any financing Buyer(s) may seek for their purchase.

<table> <tr><td>Sale Total</td><td>\$15,839.00</td></tr> <tr><td>Setup & Disposal Fee</td><td>\$249.00</td></tr> <tr><td>Permit Fee</td><td>\$0.00</td></tr> <tr><td>Total Sale Price</td><td>\$16,088.00</td></tr> <tr><td>Sales Tax (0%)</td><td>\$0.00</td></tr> <tr><td>Total Amount Due</td><td>\$16,088.00</td></tr> <tr><td>Down payment - Cash</td><td>\$0.00</td></tr> <tr><td>Balance Due</td><td>\$16,088.00</td></tr> <tr><td>COD (Payable at time of install)</td><td>\$0.00</td></tr> <tr><td>Amount Financed</td><td>\$16,088.00</td></tr> </table>	Sale Total	\$15,839.00	Setup & Disposal Fee	\$249.00	Permit Fee	\$0.00	Total Sale Price	\$16,088.00	Sales Tax (0%)	\$0.00	Total Amount Due	\$16,088.00	Down payment - Cash	\$0.00	Balance Due	\$16,088.00	COD (Payable at time of install)	\$0.00	Amount Financed	\$16,088.00	<p>Estimate Project Start: 8 to 10 weeks Estimate Project Finish: 1 to 3 days after start</p> <p>Buyer(s) acknowledge that definite start and completion dates are NOT of the essence. Delays beyond Contractor's control not included in calculating timeframes. See Section 6 of the Terms and Conditions.</p>
Sale Total	\$15,839.00																				
Setup & Disposal Fee	\$249.00																				
Permit Fee	\$0.00																				
Total Sale Price	\$16,088.00																				
Sales Tax (0%)	\$0.00																				
Total Amount Due	\$16,088.00																				
Down payment - Cash	\$0.00																				
Balance Due	\$16,088.00																				
COD (Payable at time of install)	\$0.00																				
Amount Financed	\$16,088.00																				

This Agreement constitutes the entire agreement and understanding between the parties, and this Agreement replaces any and all prior negotiations, representations, or agreements, either written or oral. No amendment, modification or waiver of this Agreement shall be valid or effective unless in writing and signed by both parties. Buyer(s) hereby acknowledge that Buyer(s) 1) has read the entire Agreement and has received a completed, signed, and dated copy of this Agreement, including the two accompanying Notice of Cancellation forms, on the date first written above and 2) was orally informed of his/her right to cancel this transaction.

Buyer(s) also agrees and understands that if Buyer(s) finance the work with a third-party, the terms of that financing will be contained on separate documents, including any finance charge.

Price includes all discounts and promotions.

I have read and received each page of this 5 page Agreement.

Window Nation

Buyer(s)

Signature of Exterior Design Consultant
James Lundy - License # On File

Signature

YOU, THE BUYER(S), MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

5675 Oakbrook Pkwy., Ste A
Norcross, GA, 30093

License #: RBCO007539



Date of Agreement:
September 07, 2023

24

Sales: 866-446-2846
Service: 866-217-9582

PRODUCT SPECIFICATIONS

Buyer's Information and Description of Property: Suzann Hembree 144 6th St Monroe, GA 30655	Buyer Contact Information: (404) 641-6856 Home	Buyer Email Information:
---	--	---------------------------------

Order Summary:

Addison

10 Double Hung

Configuration: Equal Sashes

Grids: None

Glass: Extreme 2 Pane/Low-E & Argon

Screen: Half Screen

Color: Interior White/Exterior White

Total Order Summary of Units 10

Additional Items

10 - EPA Lead Containment Install - Window (Per Opening)

Special instructions:

Customer will remove and replace their curtains/blinds(aware that they may not fit back in).All discounts have been applied.8-12 weeks for installation after final measure

Installation Details:

Window Removal Type: Wood Exterior Trim: G8 Exterior Trim Color: White Sealant: OSI Quad Max Insulation Around Window: OSI Quad Foam Clean Up and Haul Away: Yes	Additional products needed in the future: No Customer agrees to allow Window Nation to post a yard sign until 30 days after install: Yes Year house was built: 1935 EPA Lead Containment Required: Yes EPA Lead Testing Required: No HOA Approval Required: No
---	---