



## Historic Preservation Meeting

### AGENDA

Tuesday, August 28, 2018

6:00 PM

215 N BROAD STREET MONROE GA 30655

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- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **MINUTES OF PREVIOUS MEETING**
  - [1.](#) Minutes of Previous Meeting - July 24, 2018
- IV. **REQUESTS**
  - [1.](#) Request for COA - 310 N Broad Street
  - [2.](#) Request for COA - 116 Williams Street
  - [3.](#) Request for COA - 113 N Broad Street
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
- VII. **ADJOURNMENT**

Historic Preservation Commission  
Called Meeting Minutes  
July 24, 2018

Present: Mitch Alligood  
Marc Hammes  
Crista Carrell  
Susan Brown  
Fay Brassie

Absent: none

Staff: Debbie Adkinson, Code Dept Assistant

Visitors: David Dickinson, Linda Jones-Sibert, Alan Sibert, Adam Bailey, Amie Stubbs

Meeting called to order at 6:01 P.M.

Chairman Alligood entertained a motion for approval of the minutes from July 9, 2018 Fay made a motion to approve. Marc seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for COA for petition # 18-00291 at 505 E Church Street. The applicant, Alan & Linda Siebert request a COA to allow changes to the exterior of the house to change siding to Hardi-plank.

Chairman Alligood asked if there was a representative.

Alan & Linda Siebert spoke to the request. Mr. Siebert stated he would be using 5 ¼" wide boards as replacement. He stated the board would already be the color yellow but not as bright as existing.

After some discussion Chairman Alligood entertained a motion. Marc made the motion to approve. Fay Seconded. Motion Carried. COA Granted.

**The Second Item of Business** is an application for a COA for petition # 18-00300 at 607 Lawrence Street. The applicants, Ami & Rodney Stubbs request a COA to place a privacy fence in the back yard of their home on Lawrence Street.

After some discussion Chairman Alligood entertained a motion. Crista made a motion to approve the fence in the back yard. Susan Seconded. Motion carried. COA Granted.

**The Third Item of Business** is an application for a COA for petition # 18-00297 at 137 S Broad Street. The applicant, David Dickinson, request a COA to change the façade to accommodate a new restaurant.

Chairman Alligood asked for representatives.

David Dickinson and Adam Bailey spoke to the request. Mr. Dickinson stated the brick of the façade would not be disturbed except to place the lights and sign on the front. He stated their plans are to change doors to be wooden, take out plate glass windows and replace with either wood frames or colored metal, the windows and wall of the building to the south will be set back 14 ft to make a patio, the front door on the northern building door will be brought out and even with the sidewalk as opposed to the set back.

Chairman Alligood asked for any questions.

With some discussion Chairman Alligood entertained a motion. Fay made the motion to accept. Susan seconded. Motion carried. COA Granted.

New Business: none

Chairman Alligood entertained a motion for adjournment. Crista made a motion. Marc Seconded.  
Meeting Adjourned at 6:16 P.M.

# HISTORIC PRESERVATION REQUEST



215 North Broad Street  
 Monroe, GA 30655  
 CALLFORINSPECTIONS  
 770-207-4674 ... Phone  
 dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00384	08/16/2018	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS	LOCATION	310 N Broad St Monroe, GA 30655	USEZONE	P	FLOODZONE	Yes
			PIN	M0014-172-000		
			SUBDIVISION	CORRIDOR OVERLAY DISTRICT		
	CONTRACTOR	BALDPATES GENERAL CONTRACTING	LOT			
			BLOCK	0		
		310 N BROAD St Monroe GA 30655	UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	McGarity Rental Properties, LLC.,  Jersey GA 30018	PROJECTID#	310NBroadSt-180627-1		
		EXPIRATIONDATE:	09/30/2018			

## CHARACTERISTICS OF WORK

### DESCRIPTION OF WORK

REQUEST FOR COA FOR PARKING  
 LOT-HPC MTG 08/28/18 @ 6:00 PM 215 N  
 BROAD STREET

### NATURE OF WORK

Other

### CENSUS REPORT CODE

855 - \* Historic Preservation Request

### DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLEFAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

## NOTICE

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (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 provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Approved By

Date

8-16-18

Date

## MANAGE YOUR PERMIT ONLINE

### WEB ADDRESS

<http://BuildingDepartment.com/project>

### PERMIT NUMBER

18-00384

### PERMIT PIN

56844

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: 8/16/18

APPLICANT: Baldpates General Contracting - Brent Youngblood

APPLICANT'S ADDRESS: 310 N. Broad St., Monroe, GA  
30655

TELEPHONE NUMBER: 770-856-9388

PROPERTY OWNER: McJohn Properties - Daniel Johnson

OWNER'S ADDRESS: 131 Main St., Jersey, GA 30018

TELEPHONE NUMBER: 770-728-4527

PROJECT ADDRESS: 310 N. Broad St., Monroe, GA 30655

Brief description of project: Expansion of existing gravel  
parking lot

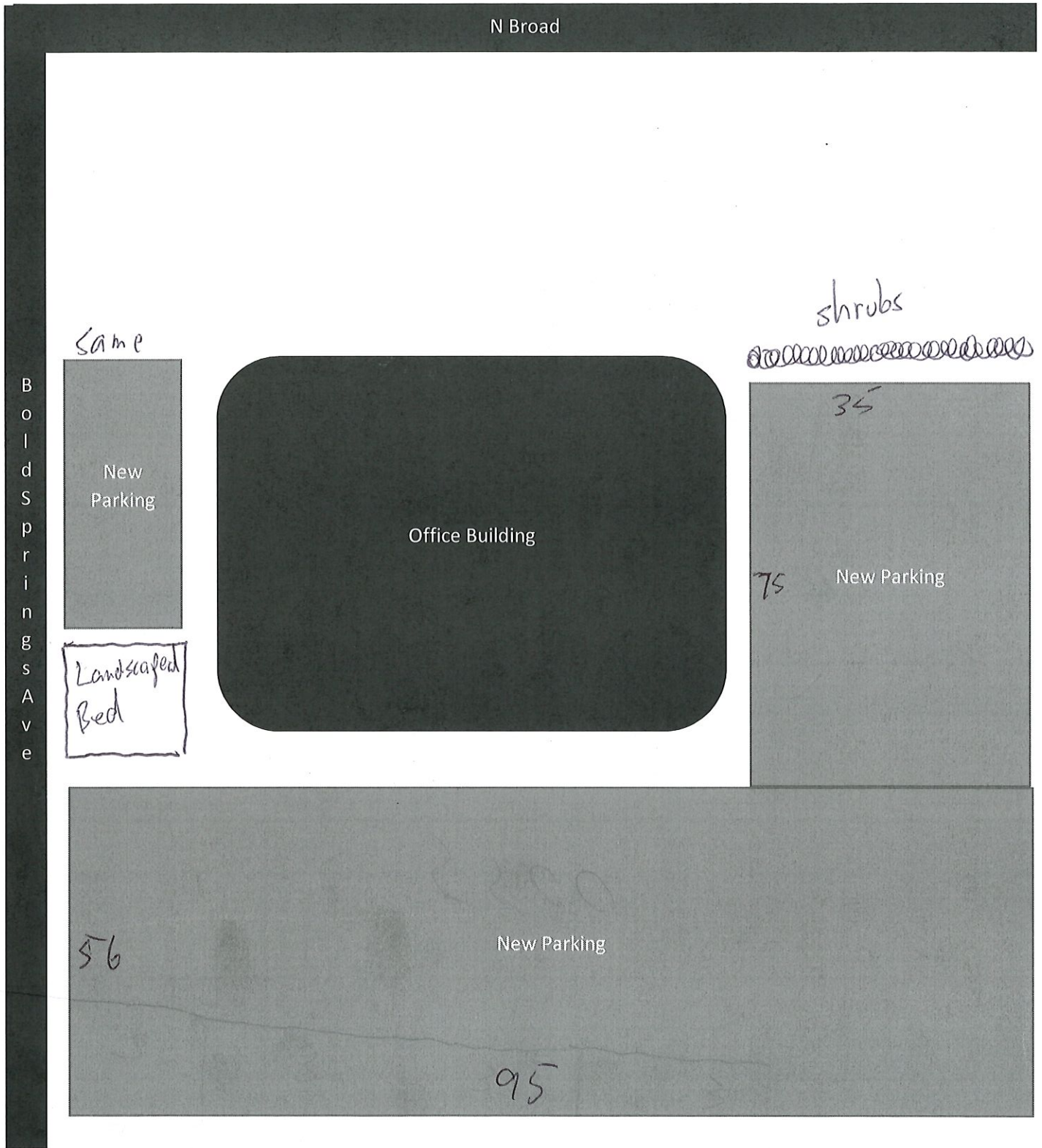
(Continue on separate sheet, if necessary.)

Applicant [Signature]

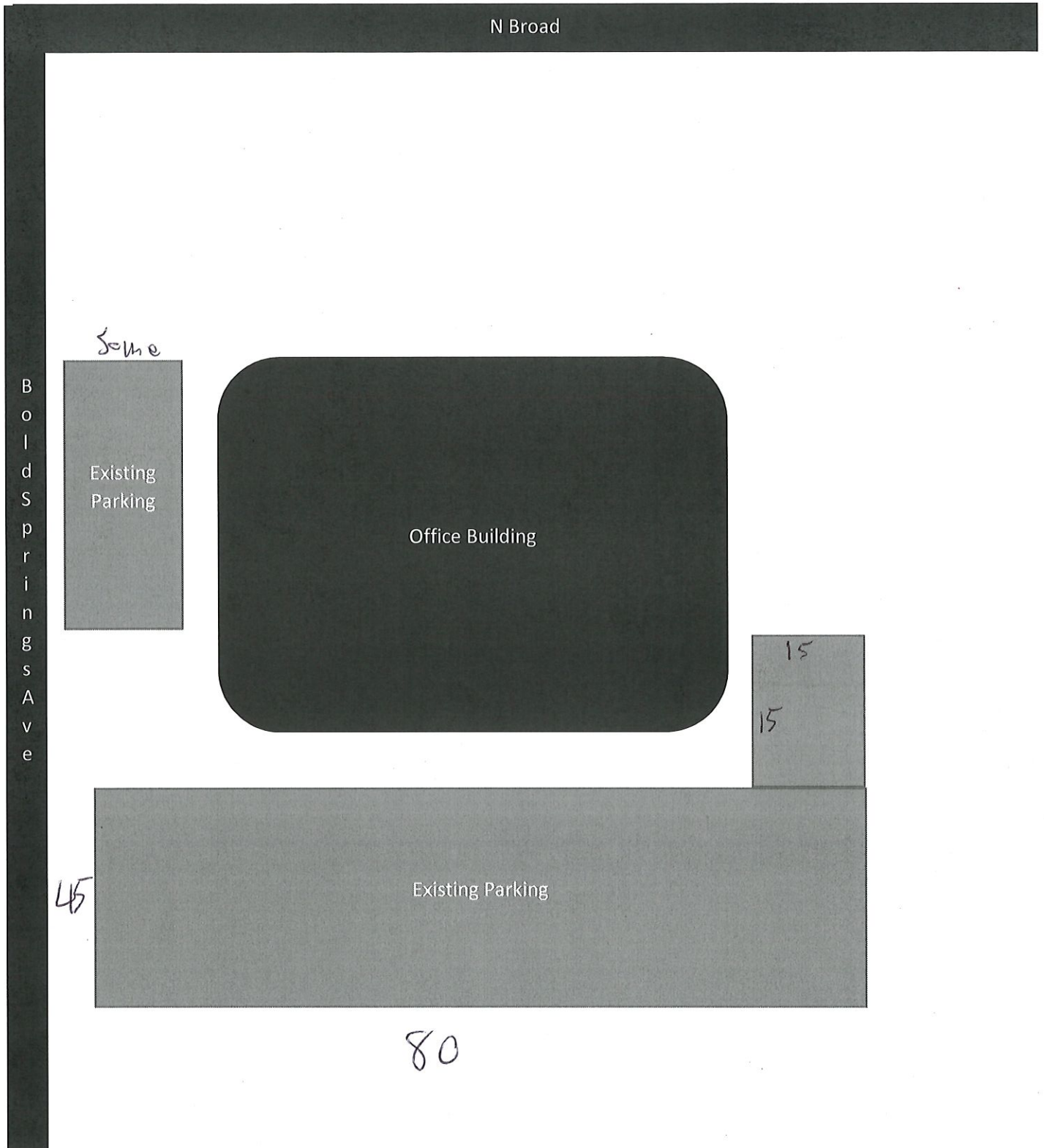
Date 8/16/18

Revised 6/29/17

310 N. Broad Street New Parking Layout



310 N. Broad Street Existing Parking Layout



## 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.**

  
\_\_\_\_\_  
Signature of Applicant

8/16/18  
\_\_\_\_\_  
Date

# HISTORIC PRESERVATION REQUEST



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 Monroe, GA 30655  
 CALLFORINSPECTIONS  
 770-207-4674 ... Phone  
 dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00390	08/21/2018	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS

LOCATION **116 Williams St**  
**Monroe, GA 30655**

USEZONE **P**  
 PIN **M0014-181-000** FLOODZONE

SUBDIVISION

CONTRACTOR  
**Paul L Rosenthal**

LOT  
 BLOCK **0**

PO BOX 802  
**Monroe GA 30655**

UTILITIES...  
 Electric  
 Sewer  
 Gas

OWNER **Paul L Rosenthal ()**

PROJECTID# **116WilliamsSt-180820**  
**-1**

EXPIRATIONDATE: **08/31/2018**

## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS	#STORIES
<b>Request for COA - HPC Mtg 8/28/18 @ 6:00 pm 215 N Broad Street</b>	SQUAREFOOTAGE	Sq. Ft.
NATURE OF WORK	#UNITS	
<b>Other</b>	SINGLEFAMILY ONLY	
CENSUS REPORT CODE	#BATHROOMS	
<b>855 - * Historic Preservation Request</b>	#BEDROOMS	
	TOTAL ROOMS	

## NOTICE

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Signature of Contractor or Authorized Agent

*Debra Adkinson*

Approved By

Date

*8-21-18*

Date

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

**18-00390**

PERMIT PIN

**56862**

## REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

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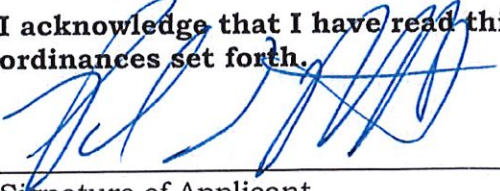
[Sec. 8-4-2(f)]

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“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.**

  
\_\_\_\_\_  
Signature of Applicant

  
\_\_\_\_\_  
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: 8/17/18

APPLICANT: Paul L. Rosenthal

APPLICANT'S ADDRESS: 116 Williams St  
Monroe GA 30655

TELEPHONE NUMBER: 770-267-2503

PROPERTY OWNER: SAME

OWNER'S ADDRESS: SAME

TELEPHONE NUMBER: same

PROJECT ADDRESS: 116 Williams St.  
Monroe GA 30655

Brief description of project: Change <sup>2</sup> GARAGE DOORS  
From 8' w 8' to 10' w 6'.

ADD metal roof - raised seam lean to at  
back of garage. ADD 3'0 PASSAGE DOOR  
to rear of garage. See attached photos and  
Schematics.

(Continue on separate sheet, if necessary.)

[Signature]  
Applicant

8/17/17  
Date





ACTUAL  
8' 8'

↑  
ENLARGE  
GARAGE DOOR  
TO 10'

ALL  
DIMENSIONALS  
AND REVEALS  
AND MATERIALS  
EXACT SAME

↑  
REDUCE  
GARAGE DOOR  
TO 6'

116 WILLIAMS ST  
HPC APO 08-28





LEAN-  
TO  
SHED  
ROOF

NEW  
DOOR  
W/ 2  
SIDE  
LIGHTS

RAISED SEAM  
METAL ROOF  
DARK GRAY

EXPOSED  
ROOF  
RAFTERS  
PAINTED  
TO MATCH

WOOD COLUMNS  
TO MATCH HOUSE  
TRIM  
SIMPLE  
S4S

116 WILLIAMS ST  
HPC APP 08-18



116 Williams St.  
HPC APP-08/18

SIDE  
LIGHT

NEW DOOR  
UNIT WITH  
SIDE LIGHTS

GLASS

- 3'0" DOOR  
LH W-SWING
- SIDE LIGHTS  
TO INFILL REMAINDER
- TRIM TO MATCH  
EXISTING TRIM

RAISED  
PANELS

NOT TO SCALE



116 WILLIAMS ST  
HPC APP  
08/18

SIDE LIGHTS →  
TO MATCH  
FRONT DOOR  
SIDE LIGHTS

← SIDE  
LIGHTS  
TO  
MATCH





116 WILLIAMS ST  
HPC APP  
08/18

DOOR  
TO  
MATCH  
THIS  
ORIGINAL  
DOOR  
SLAB →

3 HORIZ  
GLASS  
OVER

2 VERT  
RAISED  
PANEL



116 Williams St.  
HPC APP  
08/18

← Vertical  
Columns  
to MATCH  
EXISTING  
COLUMNS

# HISTORIC PRESERVATION REQUEST



215 North Broad Street  
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 CALLFORINSPECTIONS  
 770-207-4674 ... Phone  
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PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00392	08/20/2018	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS

LOCATION **113 N Broad St**  
**Monroe, GA 30655**

USEZONE **B2/CBD**  
 PIN **M0014-060-000** FLOODZONE **No**

SUBDIVISION **CORRIDOR OVERLAY DISTRICT**

CONTRACTOR  
**Jec Development**

LOT  
 BLOCK **0**

127.5 N Broad St  
 Monroe GA 30655

UTILITIES...  
 Electric  
 Sewer  
 Gas

OWNER **Jec Development, 770 267 6545**

PROJECTID# **113NBroadSt-180207-1**

EXPIRATIONDATE: **08/31/2018**

## CHARACTERISTICS OF WORK

### DESCRIPTION OF WORK

**REQUEST FOR COA FOR SIGN - HPC MTG  
 8/28/18 @ 6:00 PM 215 N BROAD STREET**

### DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLEFAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
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### NATURE OF WORK

**Other**

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**855 - \* Historic Preservation Request**

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Signature of Contractor or Authorized Agent

Date

Approved By

Date

## MANAGE YOUR PERMIT ONLINE

WEBADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

**18-00392**

PERMIT PIN

**56868**

27

## REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

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[Sec. 8-4-2(f)]

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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MONROE HISTORIC PRESERVATION COMMISSION

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DATE: 8-20-18

APPLICANT: JEC Deve

APPLICANT'S ADDRESS: 127 1/2 N Broad suite 5

TELEPHONE NUMBER: 770 267 6545

PROPERTY OWNER: Sim Draper

OWNER'S ADDRESS: 127 1/2 N Broad Suite 5

TELEPHONE NUMBER: 770 808 6122

PROJECT ADDRESS: 113 North Broad st  
Monroe Ga 30655

Brief description of project: \_\_\_\_\_

Hand Painted sign on  
the back of 113 N Broad st.

(Continue on separate sheet, if necessary.)

[Signature]

Applicant

8-20-18

Date

Revised 6/29/17

131 N. Broad St.

Monroe, Ga 30655

J.E.C. Development llc.

Approval for Back of Building Signage

