



Historic Preservation Meeting

AGENDA

Tuesday, October 28, 2025

6:00 PM

City Hall

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF AGENDA**

IV. **MINUTES OF PREVIOUS MEETING**

- [1.](#) Previous Minutes Meeting September 23, 2025

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

- [1.](#) 302 W. Highland Avenue #4217 - Fence
- [2.](#) 227 Alcovy Street #4218 - Fence
- [3.](#) 407 S. Madison Avenue #4219 - Second Floor Back Porch

VII. **ADJOURNMENT**

HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
REGULAR MEETING—SEPTEMBER 23, 2025

Present: Chairwoman Elizabeth Jones, Jane Camp, Chuck Bradley, Joy Pequignot

Absent: Mark Hammes

Staff: Logan Propes – City Administrator
Brad Callender – City Planner
Laura Powell – City Clerk

Visitors: David Jones

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

Roll Call

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

Motion by Camp,
Second by Bradley,
Motion carried unanimously

Chairwoman Jones asked if there were any changes or corrections to the August 26, 2025 minutes.

Chairwoman Jones called for a motion to approve the minutes as submitted,

Motion by Bradley,
Second by Pequignot,
Motion carried unanimously

Old Business:

None.

New Business:

The First Item of New Business: Request for COA #3999 – 204 N. Jackson Street – A request for window replacement.

Mr. Callender presented the slides regarding the window replacement and Mr. David Jones, applicant, spoke about the project. The windows will be replaced identically (double hung, same grid pattern, etc.), and the plan is to replace all of the windows, but there may have to be phases, due to cost.

Chairwoman Jones called for a motion.

Motion to approve as presented,

Motion by Camp,
Second by Bradley,
Motion carried unanimously

Chairwoman Jones called for a motion to adjourn,

Motion by Bradley,

Second by Camp
Motion carried unanimously

Adjourned at 6:07 p.m.



City of Monroe

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

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HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	4217	DESCRIPTION:	HISTORIC PRESERVATION - 6' WOODEN FENCE
JOB ADDRESS:	302 W HIGHLAND AVENUE	LOT #:	
PARCEL ID:	M0140039	BLK #:	
SUBDIVISION:	WALTON CIRCLE	ZONING:	CD-4
ISSUED TO:	THOMAS NEVILLE	CONTRACTOR:	THOMAS NEVILLE
ADDRESS:	400 FARMER CT	PHONE:	470-724-1544
CITY, STATE ZIP:	LAWRENCEVILLE GA 30046	OWNER:	JEFF TEEPLE
PHONE:		PHONE:	404-452-6533
PROP. USE:	RESIDENTIAL	DATE ISSUED:	10/16/2025
VALUATION:	\$ 11,000.00	EXPIRATION:	4/14/2026
SQ FT:	0.95		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@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 the request for a 6' wooden fence at 302 W Highland Ave. on October 28, 2025 at 6:00pm 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.

Heather Brooklin
(APPROVED BY)

10/16/25
DATE



CITY OF MONROE

#4217

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HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION

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

HPC REQUEST LOCATION & DESCRIPTION:

Address: 302 W Highland Ave

Parcel #: M0140039

Parcel Acreage/Square Feet: 0.95

District

Zoning: R-1

CD-4

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Jeff Teeple

Phone #: 404-452-6533

Address: 302 W Highland Ave

City: Monroe

State: GA

Zip: 30655

Applicant (if not the owner): Thomas Neville

Phone #: 470-724-1544

Address: 400 Farmer Ct

City: Lawrenceville

State: GA

Zip: 30046

PROJECT INFORMATION:

Description of Project/Request: Construction of 6' wooden Fence on left side of property with 3 gates

Estimated Cost of Project: 11,000

REQUIRED SUBMITTAL ITEMS:

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

APPLICANT SIGNATURE & AFFDAVIT:

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

Thomas Neville

9/16/2025

Signature of Applicant

Print Name

Date

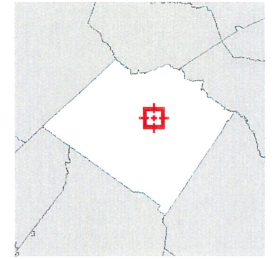
Description

6' Privacy Fence:

Constructed with 4x4 posts set in concrete, 1x6 pickets, and three interior 2x4 rails. Finished with a 1x6 cap and 1x4 trim under the cap for a clean, durable design.



Overview



Legend

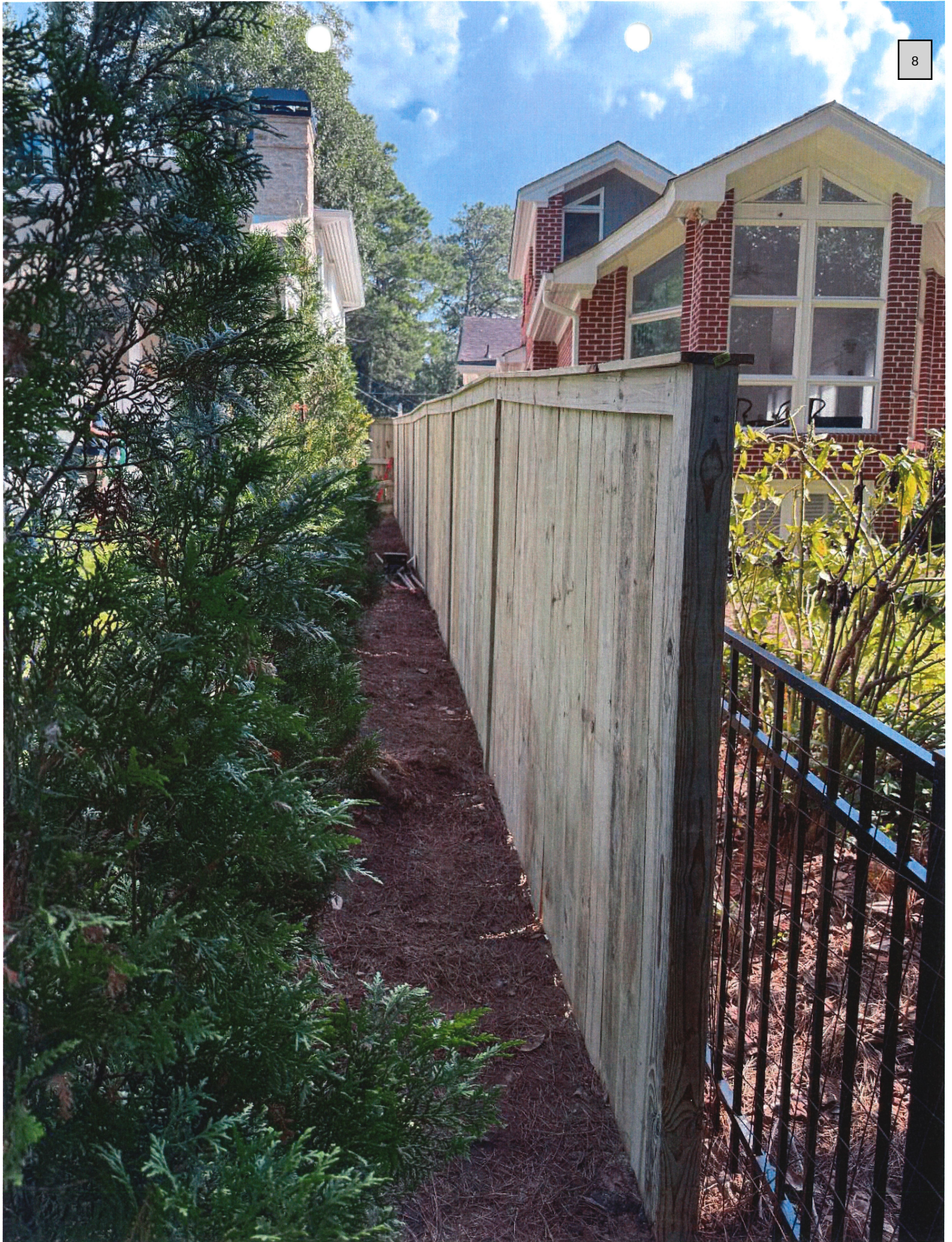
-  Parcels
- Roads**
 -  BETWEEN
 -  COUNTY
 -  FDOT
 -  GDOT
 -  GOOD HOPE
 -  GWINNETT COUNTY
 -  JERSEY
 -  LOGANVILLE
 -  MONROE
 -  PRIVATE
 -  SOCIAL CIRCLE
 -  WALNUT GROVE
 -  <all other values>

Parcel ID	M0140039	Owner	TEEPL JEFFERY &	Last 2 Sales			
Class Code	Residential		TEEPL AMANDA	Date	Price	Reason	Qual
Taxing District	Monroe		302 W HIGHLAND AVE	5/17/2024	\$517775	FM	Q
Acres	0.95		MONROE, GA 30655	n/a	0	n/a	n/a
		Physical Address	302 W HIGHLAND AVE				
		Appraised Value	Value \$522050				

(Note: Not to be used on legal documents)

Date created: 10/20/2025
Last Data Uploaded: 10/20/2025 11:54:15 AM

Developed by  **SCHNEIDER**
GEOSPATIAL





GENERAL NOTES:
 1: This Plat has been prepared without the benefit of a current title report. Easements or encumbrances may exist that are not shown on this plat.
 2: This plat is subject to any restrictions, easements, covenants or restrictions that may exist either written or unwritten.
 3: Underground utilities not shown hereon may exist. The Surveyor does not take responsibility for absence or presence of any such utilities.
 4: No Geodetic monuments were found within 500 feet of this plat.
 5: This Plat has been prepared for the exclusive use of the person(s) or entities named hereon.



THIS BOX RESERVED FOR
THE CLERK OF THE SUPERIOR COURT

CITY OF MONROE
 ZONING: R1
 MINIMUM FRONT SETBACK - 40'
 HIGHWAY AND ARTERIALS, 30'
 COLLECTORS AND OTHER STREETS
 MINIMUM SIDE SETBACK - 10'
 MINIMUM REAR SETBACK - 25'

FIELD DATA:

DATE OF FIELD SURVEY 6-20-24.

THE CALCULATED POSITIONAL
 TOLERANCE BASED ON REDUNDANT
 LINEAR MEASUREMENTS OF
 OBSERVED POSITIONS WAS FOUND
 TO BE 0.01 FEET.

EQUIPMENT:
 ELECTRONIC TOTAL STATION AND NETWORK GPS
 GPS RECEIVER: SP 85
 SN: 6129500377
 NETWORK: TRIMBLE VRS New RTK GNSS

TOTAL AREA: 40,748 SQ FT, 0.935 AC

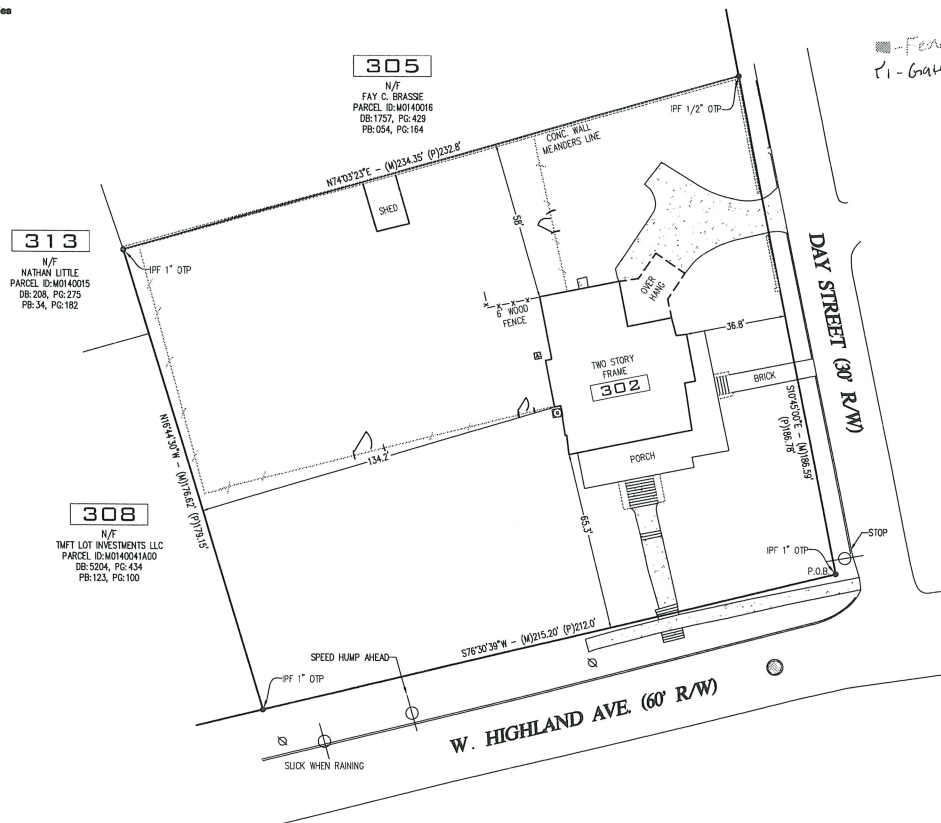
CALCULATED PLAT CLOSURE: 1 FOOT IN 136,667 FEET

SURVEY DATA:

TYPE OF SURVEY: RETRACEMENT
 SOURCE OF TITLE DESCRIPTION FOR SUBJECT
 PROPERTY: DB 164 PG 692
 PROPERTY OWNER AT TIME OF SURVEY:
 BARBARA MALCOM
 PARCEL NUMBER: M0140039

REFERENCE: DB 164 PG 692
 PB 24 PG 90

FLOOD HAZARD NOTE: THIS PROPERTY IS
 NOT LOCATED IN A FLOOD HAZARD AREA
 AS DEFINED BY FIRM MAP OF WALTON
 COUNTY, GEORGIA 1329700137F EFFECTIVE
 DATE DECEMBER 15, 2022



LEGEND	
BSL	BUILDING SETBACK LINE
DE	DRAINAGE EASEMENT (STORM)
SSE	SANITARY SEWER EASEMENT
EOP	EDGE OF PAVEMENT (CURB)
R/W	RIGHT OF WAY
S/W	SIDEWALK
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
FFE	FINISHED FLOOR ELEVATION
PAD	PAD ELEVATION
GFE	GARAGE FLOOR ELEVATION
WE	WEATHER VANE ELEVATION
MFE	MIN. FINISHED FLOOR ELEVATION
---	PROPOSED FLOW ARROW / SWALE
---	PROPOSED SILT FENCE
⊠	POWER POLE
⊠	2" IRON REBAR SET
⊠	IRON PIN FOUND
⊠	BOLLARD
⊠	OVERHEAD POWER
⊠	FIRE HYDRANT
⊠	WATER METER
⊠	WATER VALVE
⊠	GAS VALVE
⊠	GAS METER
⊠	LIGHT POLE
⊠	CONCRETE PAD
⊠	TELEPHONE MARKER
⊠	AIR CONDITIONER UNIT
⊠	MAIL BOX
⊠	CLEAN OUT
⊠	SANITARY SEWER MANHOLE
⊠	LEFT WING CATCH BASIN
⊠	RIGHT WING CATCH BASIN
⊠	DOUBLE WING CATCH BASIN
⊠	DROP INLET
⊠	HEADWALL

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLAT, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL, OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67

SCALE: 1"=30'		GRAPHIC SCALE - IN FEET		CLIENT: GARRET ERATH	
DESIGNED BY: JTF	SHEET NUMBER: 1 of 1	FILE NAME: 302 WEST HIGHLAND AVENUE_LN	DATE: 7-15-2024	JOB NUMBER: SURV-2377	
Copyright-2024 These drawings and their reproductions are the property of the surveyor and may not be reproduced, published, or used in any way without the written permission of this surveyor.					
 KEYSTONE LAND SURVEYING, INC. 262 WEST CROGAN STREET LAWRENCEVILLE, GEORGIA 30046 770.545.8700 www.keystonelandsurveying.com					
BOUNDARY SURVEY FOR 302 WEST HIGHLAND AVENUE LAND LOT 65, 3RD DISTRICT, TOWN S.M.D. 419 CITY OF MONROE, WALTON COUNTY, GEORGIA P E Y I S I O N S					
1					
2					
3					
4					
5					





TEEPL
302 WEST HIGHLAND AVENUE
MONROE, GEORGIA 30655

Sales: Joseph Fisk

Teeple Fence

302 West Highland Avenue Monroe, Georgia 30655

Est ID: EST5591167

Date: Jul-24-2025

Privacy Fence 230 LF **\$11,063.42**

- Installation of 230 LF 6' privacy fence, (1) single 4' gate and (1) 8'double gate

34 each	4x4x8 Pressure Treated Post
95	2x4x8 Pressure Treated Board
34 each	1 in. x 4 in. x 8 ft. Ground Contact Pressure-Treated Board
34 each	2 in. x 6 in. x 8 ft. No. 2 Prime Pressure-Treated
550	dog ear picket - 1"x6"x6'
3	Nails - fence nails 3.5" - 3.5"
2	Nails - fence nails
2 each	Black Decorative Gate Tee Hinge and Latch Set
34 Bags	Concrete - Bagged 80 lb

Estimate Total

\$11,063.42



City of Monroe

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

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HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	4218	DESCRIPTION:	HISTORIC PRESERVATION - 6' FENCE
JOB ADDRESS:	227 ALCOVY ST	LOT #:	
PARCEL ID:	M0160066	BLK #:	
SUBDIVISION:		ZONING:	CD-3
ISSUED TO:	KAYLA TANNER	CONTRACTOR:	KAYLA TANNER
ADDRESS:	1154 GOLVIEW TERRACE	PHONE:	770-658-4409
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	SAME AS ABOVE
PHONE:		PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	10/16/2025
VALUATION:	\$ 1,560.00	EXPIRATION:	4/14/2026
SQ FT:	0.52		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@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 the request for a 6' fence at 227 Alcovy St. on October 28, 2025 at 6:00pm 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.

Heather Brooklin
(APPROVED BY)

10/16/25
DATE



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

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

HPC REQUEST LOCATION & DESCRIPTION:

Address: 227 Alcovy St, Monroe, GA 30655 Parcel #: M01160066
Parcel Acreage/Square Feet: 0.52 acres District: CD-3
Zoning: CD-3

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Kayla Tanner Phone #: 770-658-4409
Address: 1154 Golfview Terrace City: Monroe State: GA Zip: 30655
Applicant (if not the owner): _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFORMATION:

Description of Project/Request: Install a 6 ft tall and 55 ft long wood privacy fence along the side yard property line
Estimated Cost of Project: \$1560.00

REQUIRED SUBMITTAL ITEMS:

- | | |
|--|---|
| ☒ Completed Application | ☐ Architectural Floor Plans (New Construction Only) |
| ☒ Fee (\$100) | ☒ Typed Detailed Description of the Request |
| ☒ Survey Plat | ☐ Owner Authorization, if applicant is not the owner |
| ☐ Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| ☒ Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| ☒ 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.

Kayla Tanner Kayla Tanner _____
Signature of Applicant Print Name Date

Dear Members of the Board,

I am requesting approval to construct a six-foot wooden privacy fence along the side property line of my property. The fence will extend approximately 55 feet in length and will be built using pressure-treated pine lumber in a dog-ear style.

The purpose of the fence is to provide greater privacy and separation between my property and the adjacent lot. It will be professionally installed, maintaining a consistent height, style, and material to ensure a clean and uniform appearance.

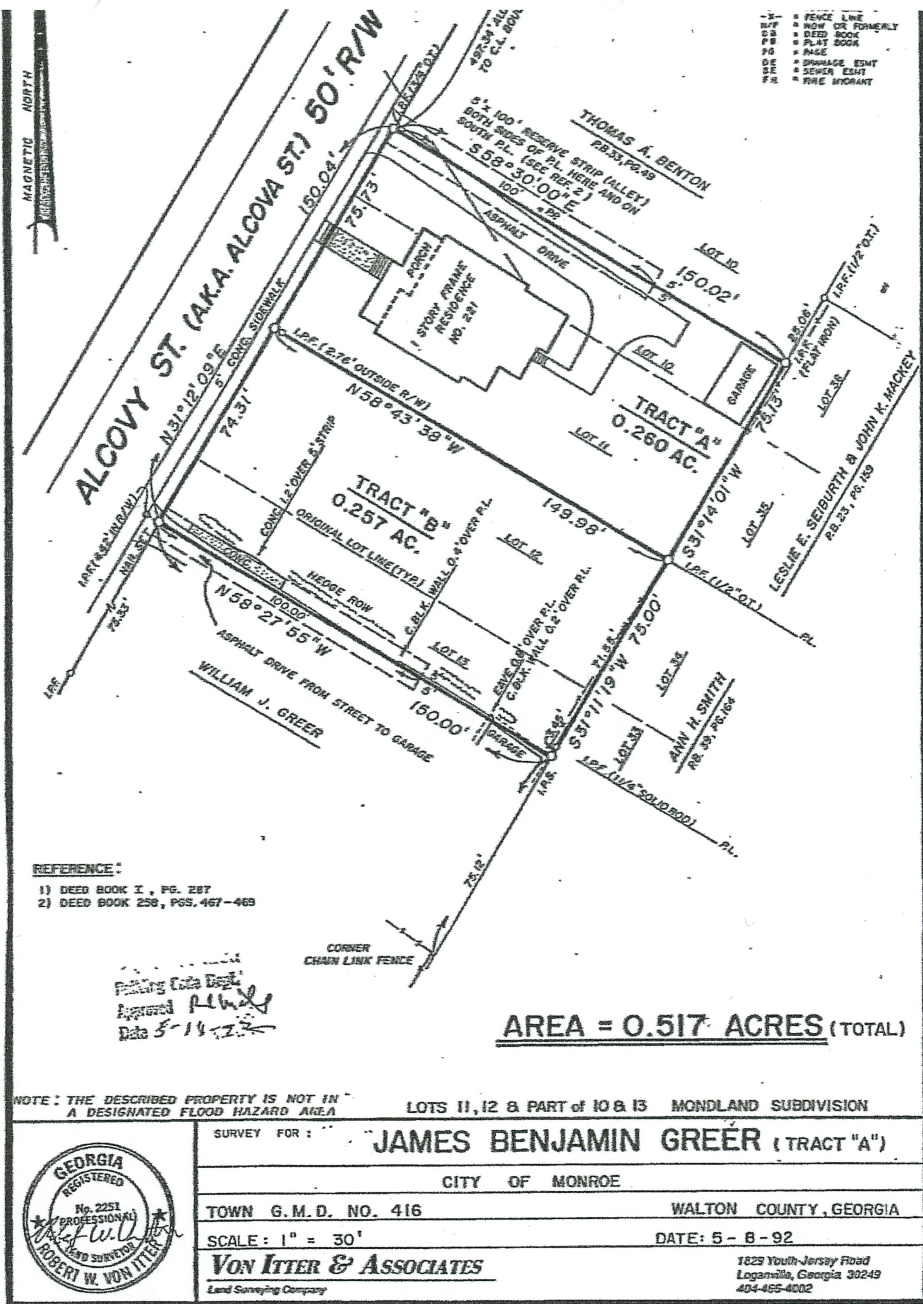
The fence will run directly along the side yard property line and connect with the existing backyard fence. Property markers placed during a survey on June 9, 2025, are visible in the photo I submitted, confirming its placement. Its location will not interfere with vehicle or pedestrian visibility, and all installation work will comply fully with city building codes, zoning regulations, and setback standards.

This project is intended to enhance safety, privacy, and the overall appearance of the property. It will provide a clear and well-maintained boundary that benefits both the tenants of my property and the surrounding neighbors.

Thank you for your consideration of this request. I appreciate your time and attention, and I look forward to your approval.

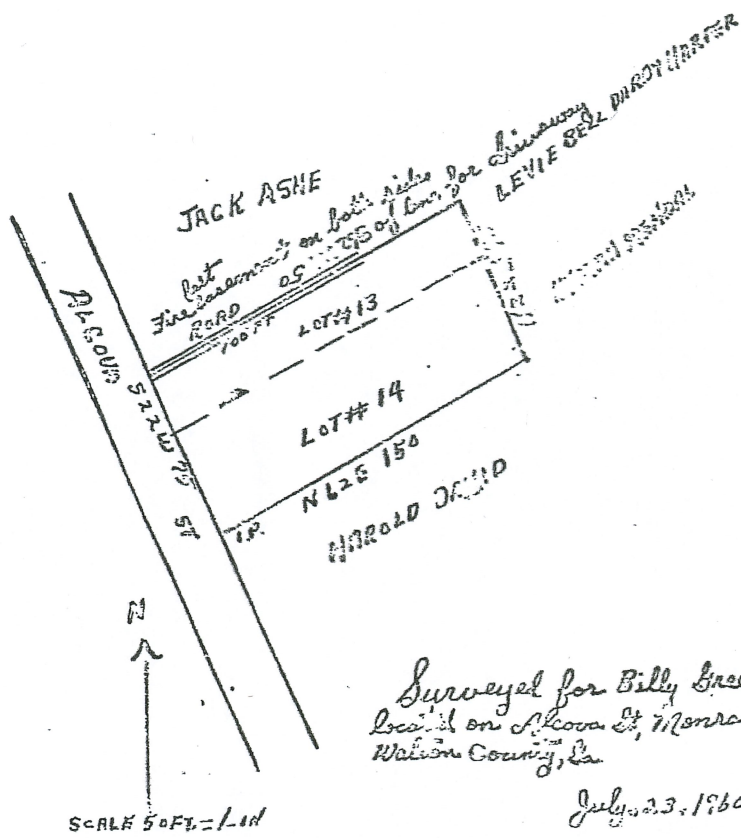
Sincerely,

Kayla Tanner



RECORDED: MAY 21 1992
KATHY K. KESSE, CLERK

Plat Book 9/96
 Portion of 327 Alamy St.



Surveyed for Billy Green
 located on Alamy St, Monroe,
 Walton County, La.

July 23, 1960

Reg. #374 Jm Williams

Recorded July 28, 1960
 Emma Lou Jackson, Clerk

BETTER DECKS & FENCES, INC

191 PLAINVIEW DRIVE #4 LAWRENCEVILLE GA 30046

OFFICE 770/923-8837 FAX 678/442-7989

CELL 770/527-2333

WWW.BETTERDECKSANDFENCES.COMINFO@BETTERDECKSANDFENCES.COM**PROPOSAL/CONTRACT**

*After job completion, any extra materials are property of Better Decks & Fences. *

Date June 11, 2025Name Kayla TannerAddress 227 Alcovy StCity Monroe Ga 30655Phone 770-658-4409Email: kayla.tanner2296@gmail.com

We propose to furnish labor and materials necessary for the completion of the following:

Install approximately 55 feet of 6' Dogear Privacy Fence of Natural color
Using Pressure Treated Pine lumber

The above work is to be completed in a substantial and workmanlike manner according to standard practices for the sum of \$1560.00 (One Thousand Five Hundred Sixty Dollars and no cents).

or Discounted to \$1500.00 when paid with check, money order, or cash ms

Quote valid for 30 days

Respectfully Submitted Michael ThomasTitle President

WARRANTY - Better Decks & Fences will provide a FIVE (5) year workmanship warranty to the party named on this contract. Warranty becomes effective the day of completion of the job provided the contracted price of said job has been paid in full. Wood when exposed to the elements of nature is subject to immediate warping, cracking, shrinking and splitting and this is not covered under warranty. This warranty will include leaning posts and sagging gates.

Warranty does not cover acts of nature, motor vehicles, vandalism or any other damage caused by anyone/anything other than workmanship error.

PROPERTY LINES - Establishment of property lines is the responsibility of the customer (i.e. homeowner, real estate agent, builder, etc.). Customer to determine where fence is to be installed. Should fence not be installed within customer's property lines, customer holds Better Decks & Fences, Inc harmless and assumes responsibility for any and all costs.

UNDERGROUND SYSTEMS - Customer holds Better Decks & Fences, Inc. harmless from any damages to underground pipes, drains, cables, foundations, sprinklers, etc.

ANIMAL AND CHILD CONTAINMENT - Due to the varied surface of the earth, uneven spaces will exist between the bottom of the fence and the ground. Pets and children will exploit these spaces to escape. Pets and Children can also climb over any installed fence. Buyer agrees that Better Decks & Fences, Inc. will not be held responsible for the retention of the pets or children within installed fence or for damages resulting from escape of pets or children.

ACCEPTANCE OF PROPOSAL

The above prices and specifications are satisfactory and are hereby accepted. Customer authorizes the work as specified above. If customer does not inform Better Decks & Fences of any changes in footage and materials have been purchased, the customer agrees to pay for the quoted footage. Customer understands and agrees that all lumber & materials are property of Better Decks & Fences until payment is made in full. The materials are exterior grade lumber and will come with blemishes, fishers, and other imperfections. Style of and how hardware is installed on gates and how gate swings is solely determined by Better Decks & Fences. Customer agrees to pay any and all attorney and/or court costs. Should customer cancel contract customer will pay a termination fee of \$200.00 to Better Decks & Privacy Fences. Payment is to be made on completion unless otherwise noted.

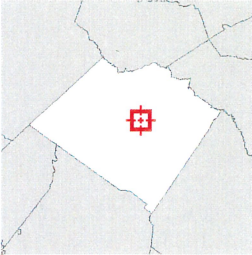
Tentative Install Date _____

Signature _____

Date _____



Overview



Legend

Parcels

Roads

BETWEEN

COUNTY

FDOT

GDOT

GOOD HOPE

GWINNETT COUNTY

JERSEY

LOGANVILLE

MONROE

PRIVATE

SOCIAL CIRCLE

WALNUT GROVE

<all other values>

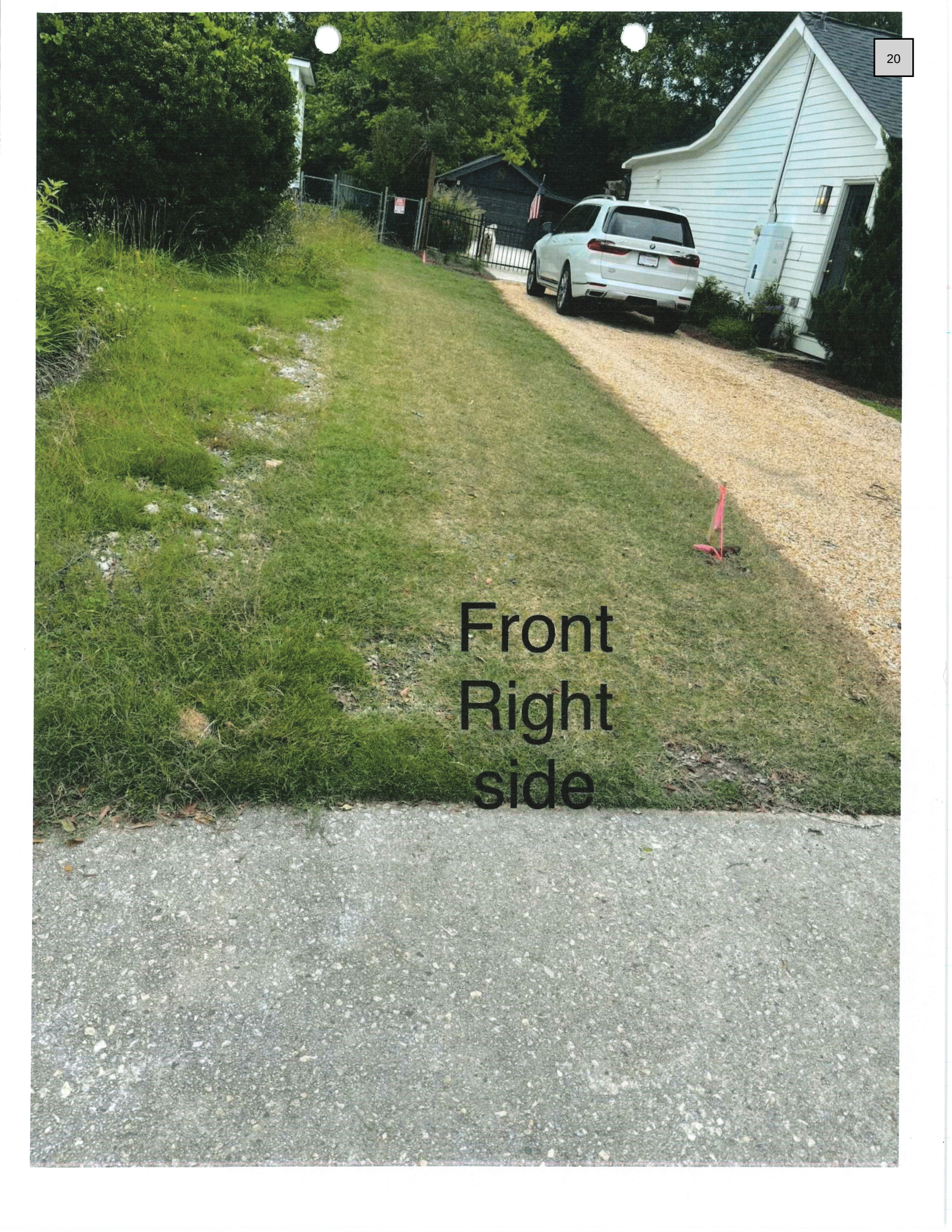
Parcel ID	M0160066	Owner	TANNER KAYLA ANN	Last 2 Sales			
Class Code	Residential		1154 GOLFVIEW TERRACE	Date	Price	Reason	Qual
Taxing District	Monroe		MONROE, GA 30655	7/24/2024	0	DG	U
Acres	0.52	Physical Address	227 ALCOVY ST	7/18/2024	0	RI	U
		Appraised Value	Value \$236620				

(Note: Not to be used on legal documents)

Date created: 10/20/2025
 Last Data Uploaded: 10/20/2025 11:54:15 AM

Example of what the fence will look like





Front
Right
side



Example of what fence will look like in the space



City of Monroe

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

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HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	4219	DESCRIPTION:	HISTORIC PRESERVATION - BACK PORCH ON SECOND FLOOR
JOB ADDRESS:	407 S MADISON AVE	LOT #:	
PARCEL ID:	M0160129	BLK #:	
SUBDIVISION:		ZONING:	CD-3
ISSUED TO:	SCOTT DILLEY	CONTRACTOR:	SCOTT DILLEY
ADDRESS:	407 S MADISON AVE	PHONE:	404-452-9879
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	SAME AS ABOVE
PHONE:		PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	10/16/2025
VALUATION:	\$ 50,000.00	EXPIRATION:	4/14/2026
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@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 the request for a new back porch on second floor at 407 S Madison Ave. on October 28, 2025 at 6:00pm in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655.

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Heather Brosnan
(APPROVED BY)

10/16/25
DATE



4219 23

CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

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

HPC REQUEST LOCATION & DESCRIPTION:

Address: 407 S. MADISON AVE Parcel #: MO160129
Parcel Acreage/Square Feet: .69 Acres / 3400 sq. ft. District: CD-3
Zoning: CD-3

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: SCOTT DILLEY Phone #: 404-452-9879
Address: 407 S. MADISON AVE City: MONROE State: GA Zip: 30655
Applicant (if not the owner): _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFORMATION:

Description of Project/Request: NEW BACK PORCH - ADD FLOOR ABOVE
KITCHEN
Estimated Cost of Project: \$ 50K

REQUIRED SUBMITTAL ITEMS:

- | | |
|---|---|
| ☒ Completed Application | ☐ Architectural Floor Plans (New Construction Only) |
| ☒ Fee (\$100) | ☒ Typed Detailed Description of the Request |
| ☒ Survey Plat | ☐ Owner Authorization, if applicant is not the owner |
| ☒ Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| ☐ Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| ☒ 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.


Signature of Applicant

SCOTT W. DILLEY
Print Name

9-25-25
Date



Overview



Legend

- Parcels
- Roads**
 - BETWEEN
 - COUNTY
 - FDOT
 - GDOT
 - GOOD HOPE
 - GWINNETT COUNTY
 - JERSEY
 - LOGANVILLE
 - MONROE
 - PRIVATE
 - SOCIAL CIRCLE
 - WALNUT GROVE
 - <all other values>

Parcel ID	M0160129	Owner	DILLEY SCOTT	Last 2 Sales			
Class Code	Commercial		407 S MADISON AVENUE	Date	Price	Reason	Qual
Taxing District	Monroe		MONROE, GA 30655	8/4/2015	\$185000	FM	Q
Acres	0.69	Physical Address	407 S MADISON AVE	4/27/1993	0	UI	U
		Appraised Value	Value \$248500				

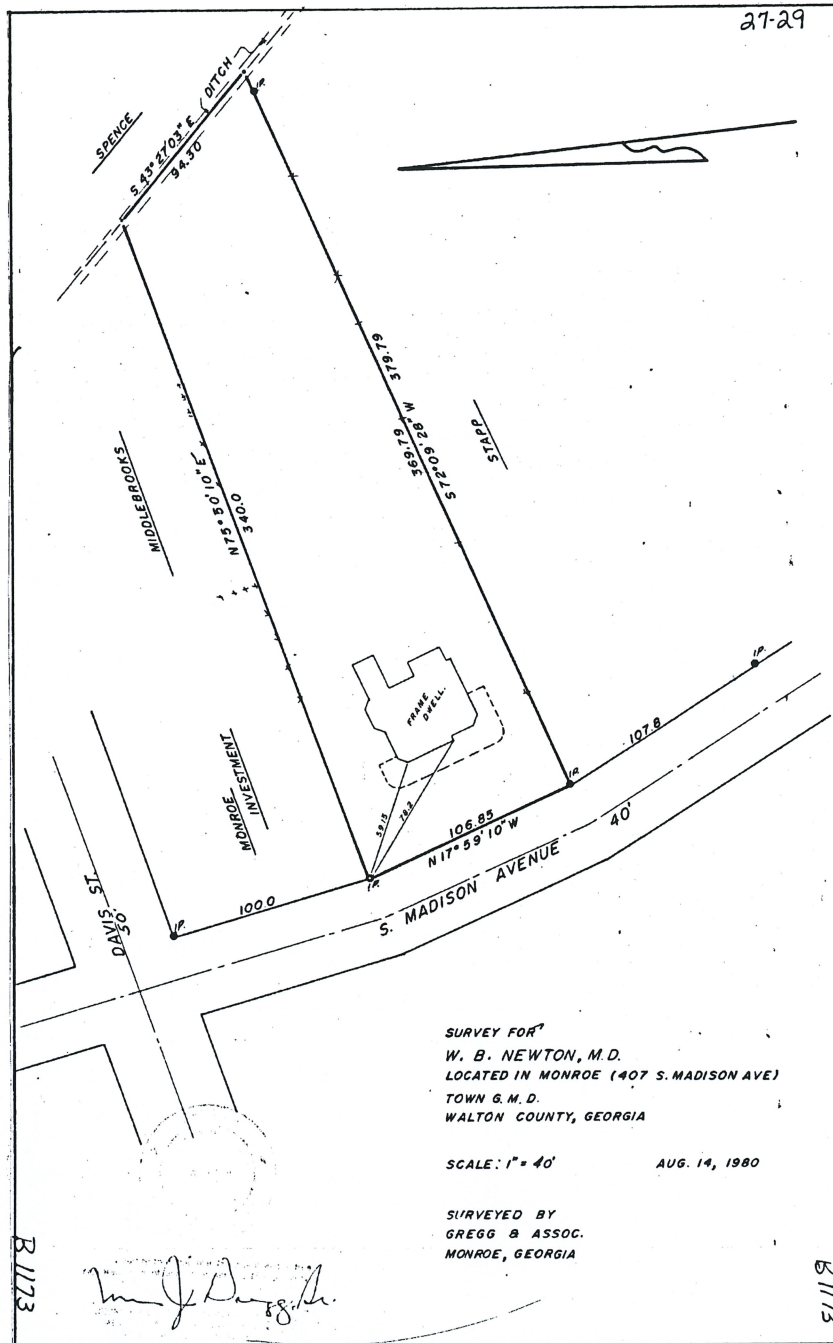
(Note: Not to be used on legal documents)

Date created: 10/20/2025

Last Data Uploaded: 10/20/2025 11:54:15 AM

Developed by SCHNEIDER
GEOSPATIAL

29



RECORDED
This 28 day of Aug. 1980
Thomas S. Biddle
Clerk, Walton Superior Court

Proposed Renovations to 407 S. Madison Ave.

We are planning to add a screened in porch to the back of the house. Also we are planning on adding a second floor above our kitchen to add a closet and storage to our master bedroom. Everything that is added will match the existing house. We plan to make all windows exactly like the original windows. We will be adding all trim details like dental molding to match the original work on the house. We will be using ½' x 6" wood siding to match what is on the rest of the house. We want to keep the house as original as possible.



REMOVE EXISTING WOOD DECK AND WOOD STEPS. PREPARE FOR NEW

ACCESS TO CRAWL SPACE TO REMAIN

REMOVE EXISTING WINDOW. REPLACE NEW NEW WOOD WINDOW IS NEW ELEVATION.

REMOVE EXISTING DOOR PREPARE FOR NEW WOOD DOOR WITH FULL LIGHT. (OWNER PROVIDE IMAGE OF NEW DOOR)

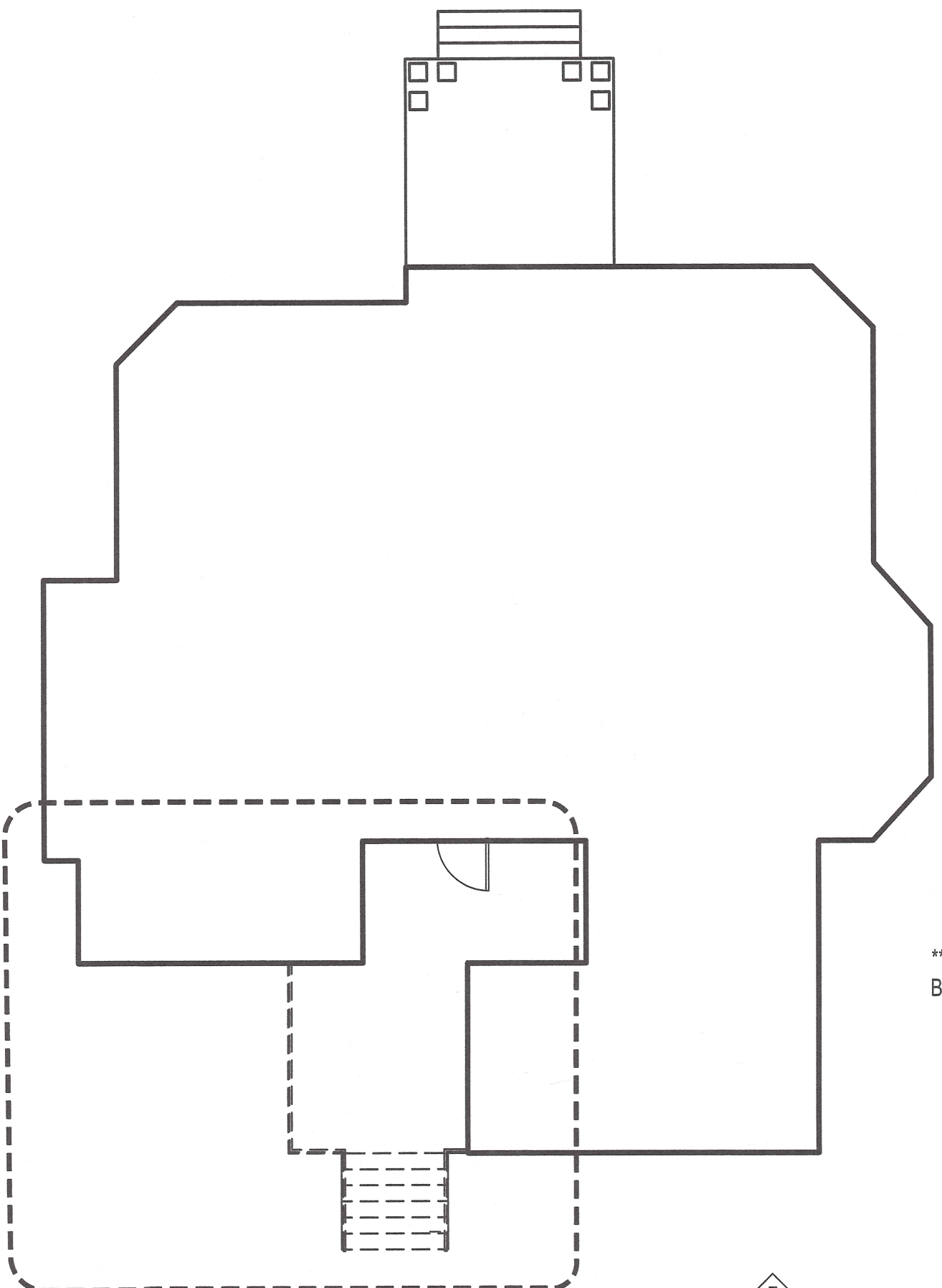
REMOVE EXISTING ROOF AND PREPARE FOR NEW

REMOVE EXISTING ROOF AND PREPARE FOR NEW

EXISTING CMU INFILL

EXISTING BRICK PEIR

1 EXISTNG / DEMOLITION ELEVATION
N.T.S



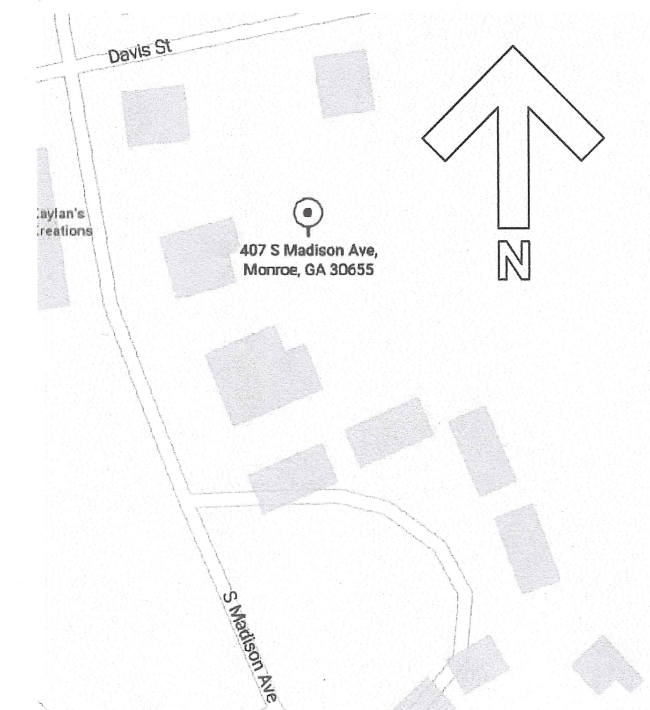
REMOVE EXISTING DECK, RAILING AND STEPS. PREPARE FOR NEW

***ALL DIMENSIONS TO BE VERIFIED BEFORE ANY WORK IS TO TAKE PLACE

2 EXISTING DEMOLITION FLOOR PLAN
N.T.S



STREET VIEW
N.T.S



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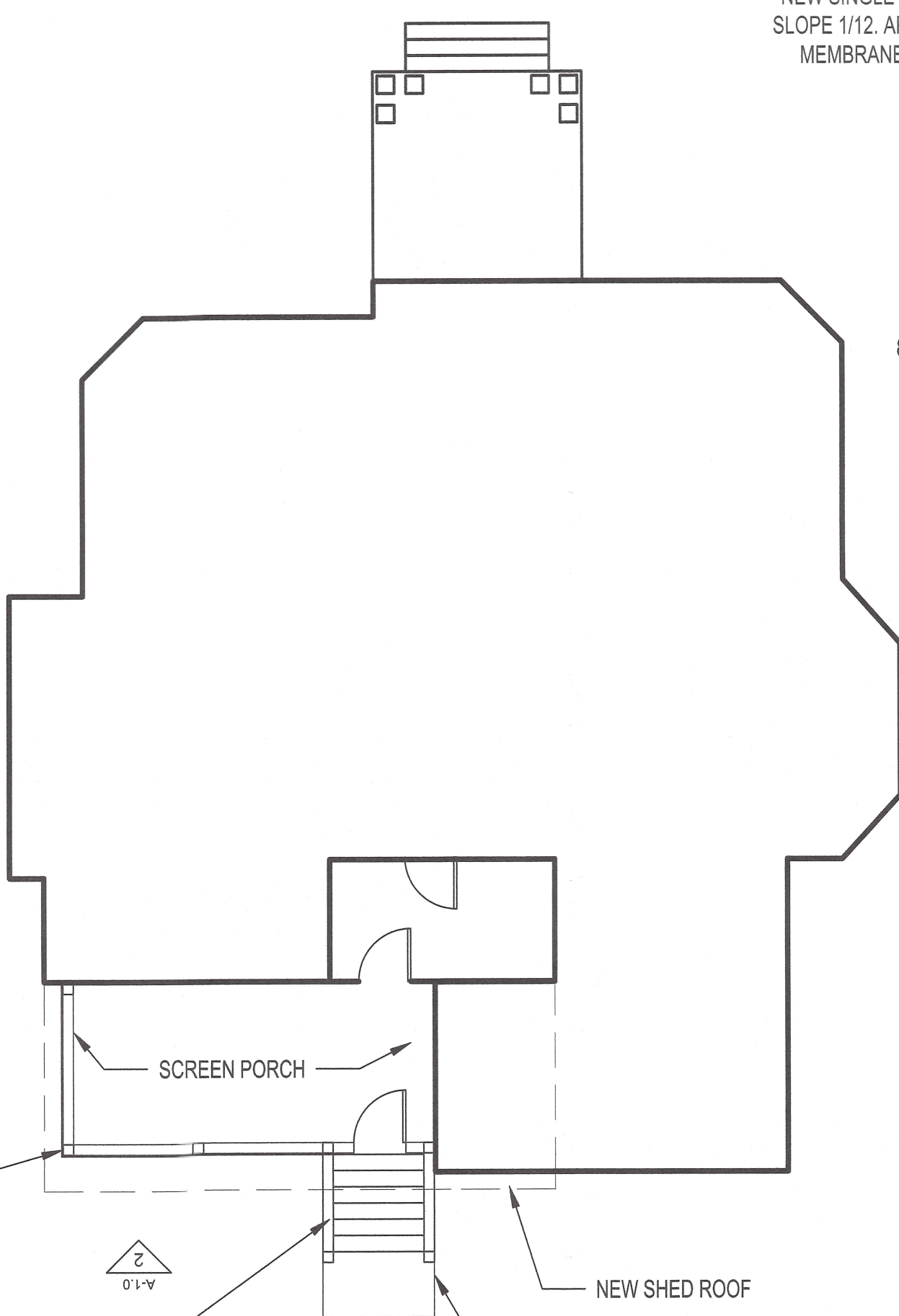
CONSULTING ENGINEERS:



EXISTING RAILING

EXISTING MASONRY FOUNDATION BEYOND

3 EXISTING WEST ELEVATION
3/16"=1'-10"



2 NEW PLAN VIEW
N.T.S



NEW COPPER FLASHING

NEW SINGLE SLOPED ROOF. MIN SLOPE 1/12. APPLY LOW SLOPING MEMBRANE OVER THE ENTIRE ROOF

SCREEN

8X8 WOOD COLUMN

NEW WOOD RAILING TO BE PAINTED

2 WEST ELEVATION
3/16"=1'-0"

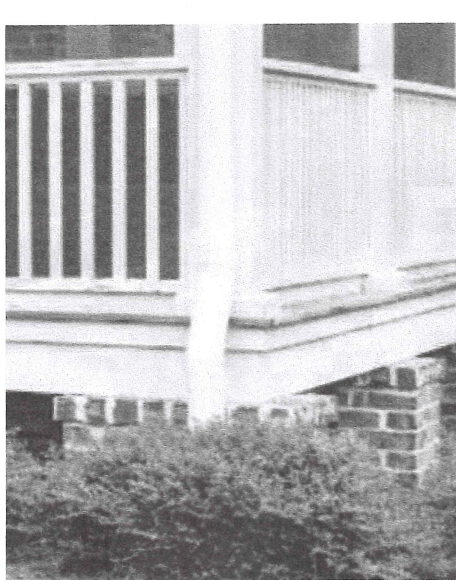
MATCH EXISTING SHINGLES

NEW WOOD WINDOW 3'X6' MATCH EXISTING WINDOW TRIM

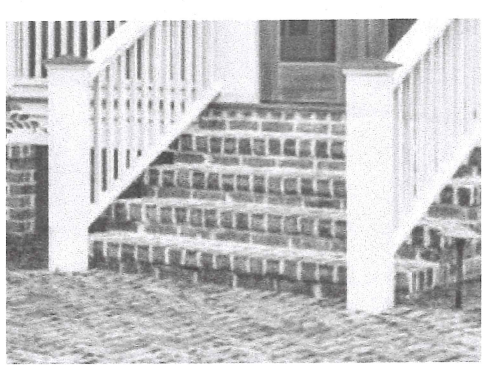
NEW WOOD WINDOW 3'X3' MATCH EXISTING WINDOW TRIM

NEW DOUBLE DOOR ACCESS DOOR TO CRAWL SPACE; WOOD TO BE PAINTED 4X4 WOOD POST AND HEADER AT SCREEN DOOR

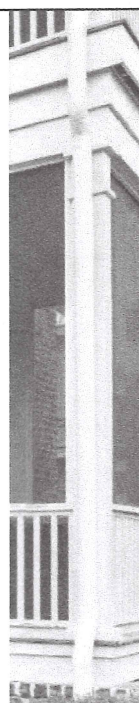
NEW EXTERIOR DOOR MATCH EXISTING SIZE TO BE TRIMMED OUT SIMILAR TO THE EXISTING MASONRY STEPS



EXAMPLE OF BRICK PIER AND CORNER DETAIL AT PORCH



EXAMPLE OF MASONRY STEPS AND NULL POST



EXAMPLE OF RAILING AND COLUMN

NEW 8X8 WOOD COLUMN. PROVIDE MASONRY PIER BELOW EACH NEW COLUMN. SEE NEW ELEVATION

NEW WOOD RAILING

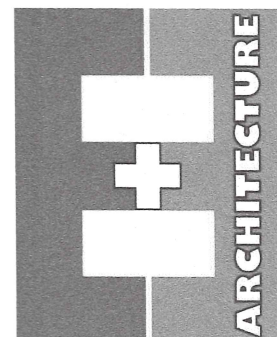
NEW SHED ROOF PROVIDE BRICK STOOP AT BOTTOM OF MASONRY STAIRS

DILLEY RESIDENCE
407 S. MADISON AVE
MONROE, GEORGIA

Seal:

No. Date Issue Notes

Design Firm



287 PRINCE AVE. SUITE 288
ATHENS, GEORGIA
© 2025 850.1330

Drawing Title

EXISTING AND PROPOSED RENOVATION

Date 08.11.25

Project Number 2025-33

CAD File Name

Drawing Number

A-1.0

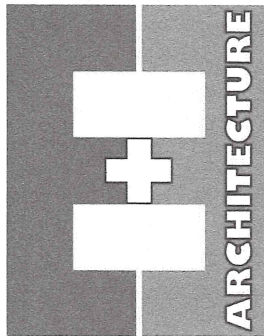
CONSULTING ENGINEERS:

DILLEY RESIDENCE
407 S. MADISON AVE
MONROE, GEORGIA

Seal:

No.	Date	Issue Notes

Design Firm



297 PRINCE AVE, SUITE 288
ATHENS, GEORGIA
O: 706.850.1330

Drawing Title

PROPOSED
ELEVATIONS

Date	Project Number
08.11.25	2025-33

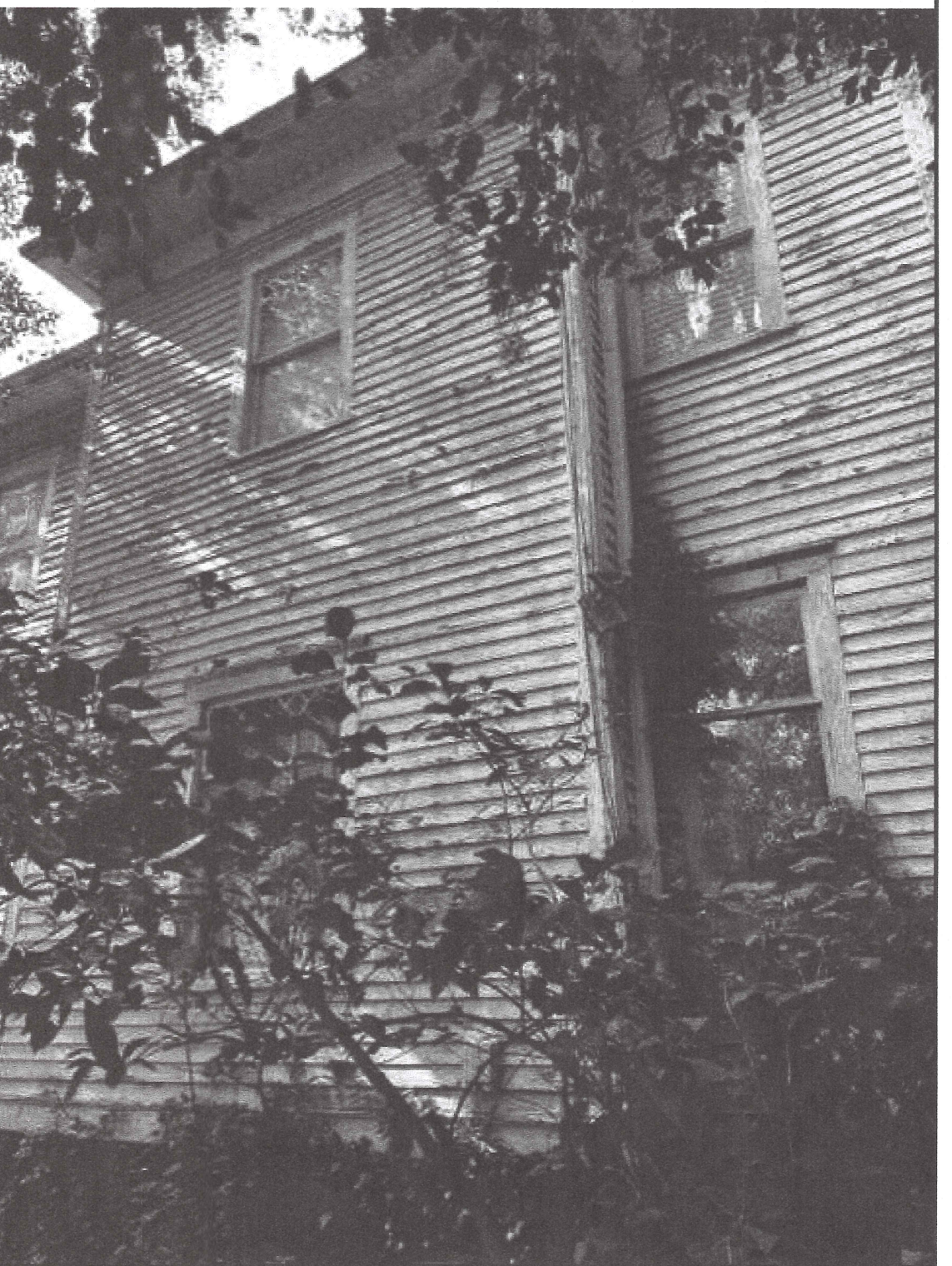
CAD File Name

Drawing Number

A-1.0



EXISTING PHOTOS OF NORTH ELEVATION



EXISTING PHOTOS OF NORTH ELEVATION



1 NORTH ELEVATION
3/16"=1'-0"



1 SOUTH ELEVATION
3/16"=1'-0"