



## Historic Preservation Commission Meeting

### AGENDA

Tuesday, February 26, 2019

6:00 PM

City Hall 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 - January 29, 2019

IV. **REQUESTS**

[1.](#) Request for COA for New House - 700 East Church Street

[2.](#) Request for COA for Exterior Changes - 118 Bold Springs Avenue

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission  
Meeting Minutes  
January 29, 2019

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

Absent: None

Staff: Patrick Kelley, Director of Code & Development  
Debbie Adkinson, Code Department Administrative Assistant  
Darrell Stone, Director of Planning and Development

Visitors: Carlton Swords, Kerri Brooks, Charlie Brooks, Jim Laird

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

Chairman Alligood entertained a motion for approval of the minutes from November 27, 2018. Carroll made a motion to approve. Brassie seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for COA for petition # 19-00010 at 221 West Highland Avenue. The applicant, Charles and Kerri Brooks request a COA to install a fence to enclose the back yard of their property.

Charles Brooks spoke to the request. He stated they want to place a fence in the back yard of black chain link on three sides and the front of the fence will be a Crossbuck type wood fence with 2 x4 welded wire mesh screen to keep pets and children contained.

Brassie: Will the wood be painted or unpainted?

Brooks: it will natural with a clear coat being added after the curing process of the wood.

Chairman Alligood opened the hearing for any comments from the public.  
Being none he entertained a motion.

Carroll made a motion to approve. Hammes seconded. Motion carried unanimously. COA Granted.

**The Second item of business** is an application for a COA for petition # 19-00097 at 802 South Broad Street. The applicant Carlton Swords requests a COA for the exterior changes being made on the house to repair fire damage.

Carlton Swords spoke to the request. He stated he was not aware that he had to come before Commission. When the property was purchased it had aluminum and vinyl siding on the front of the house. It had a fire before it was purchased by him. When he removed the siding he realized the original siding was damaged about 3 ft up. He installed rock to cover this damage and felt the rock would enhance the front. The pictures of before and after were a part of the application.

Brassie: Is the rock below the fencing?

Swords: It is below the windows and will not be visible once the banisters on the porch are reinstalled. He will pressure wash and paint the existing wood.

Kelley: He stated the house was an eye sore before Mr. Swords repaired it and the interior is a gem. He wasn't aware he was in the historic district.

Brassie: will the rock go all the way around the house?

Swords: No it's only on the front.

Chairman Alligood asked for public comments. Being none he entertained a motion.

Hammes made a motion to approve. Brassie seconded. Motion carried unanimously. COA Granted.

New Business:

Chairman Alligood asked if they could have a copy of the Historic District Map.

Kelley stated a new Zoning map is being adopted soon and the Historic District is super imposed on it. They are working on assembling a list of all the parcels in those polygons so that the City can start notifying people when utilities are turned on or permitting will be made aware that they are in a Historic District and need to be under the Commissions Purview.

Chairman Alligood asked how to add houses to the historic district?

Kelley stated Commission can petition for additions to the Historic District.

Brown stated her email address was wrong on the new list of Commission Members.

Old Business:

Brassie brought back the side lights on the Jackson Street house still have not been removed and changed out to the smaller ones. She questioned the lights on the top of the building at 100 S Broad Street being allowed.

Kelley: There lighting is festoon lighting and not the neon outline lighting or led. We will address the lighting with them as they proceed.

Chairman Alligood entertained a motion to adjourn. Brown moved to adjourn. Hammes seconded.

Meeting Adjourned at 6:14 pm

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 |
|---------------|-------------|-----------|----------|-----------|
| 19-00170      | 02/07/2019  | \$ 0.00   | \$ 10.00 | adkinson  |

NAME + ADDRESS

LOCATION 700 E Church St  
Monroe, GA 30655

USEZONE R1  
PN M0017-129-000  
FLOODZONE No

CONTRACTOR  
George Steven & Cindy L Gray

314 W Highland Ave  
Monroe GA 30655

OWNER George Steven & Cindy L Gray (770 337 6450)

314 W Highland Ave  
Monroe GA 30655

LOT  
BLOCK 0

UTILITIES...  
Electric  
Sewer  
Gas

PROJECTID# 700EChurchSt-190207-1

EXPIRATIONDATE: 03/31/2019

CHARACTERISTICS OF WORK

|  |  |
|--|--|
| DESCRIPTIONOFWORK  | DIMENSIONS                                     |
| REQUEST FOR COA FOR NEW HOUSE -<br>HPC MTG 2/26/19 @ 6:00 PM 215 N BROAD<br>STREET | #STORIES<br>SQUAREFOOTAGE<br>Sq. Ft.<br>#UNITS |
| NATUREOFWORK   | SINGLEFAMILYONLY                               |
| Other  | #BATHROOMS                                     |
| CENSUSREPORTCODE   | #BEDROOMS                                      |
| 855 - * Historic Preservation Request  | TOTALROOMS                                     |

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.

Cindy L Gray

Signature of Contractor or Authorized Agent

Debbie Adkins

Approved By

Date

2-7-19

Date

MANAGE YOUR PERMIT ONLINE

|   |              |           |
|---|--------------|-----------|
| WEBADDRESS  | PERMITNUMBER | PERMITPIN |
| <a href="http://BuildingDepartment.com/project">http://BuildingDepartment.com/project</a> | 19-00170     | 57969     |

BP1-20040705-sl

4



# Steve & Cindy Gray Building Project

Plan to be built at 700 E Church St Lot Monroe  
Lot dimensions per county 105 W X 240 Deep

## Attached:

1. Application
2. Picture of lot.
3. Picture of plan front
4. Original plan, Southern Living "Farris Cottage" plan 1626
5. Plan with changes expanding to 1624 sq feet.
6. Drawing of placement of fences,
  - A. white picket fence, (Front)
  - B. Black vinyl chain link, (Rear)
7. Exterior colors
8. specifications.

(1)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
MONROE PLANNING COMMISSION

Please read the Zoning Ordinance (Corridor Sections 643-1 through 643A.6). In addition, please consult with the Code Office to determine if any other Monroe ordinances apply, and if applicable, read those ordinances.

DATE: 2/7/19

APPLICANT: Steve & Cindy Gray

APPLICANT'S ADDRESS: 314 W. Highland Ave  
Monroe, Ga 30655

TELEPHONE NUMBER: 770-337-6450

PROPERTY OWNER: Steve Gray

OWNER'S ADDRESS: 314 W Highland Ave  
Monroe Ga 30655

TELEPHONE NUMBER: 770-337-6450

PROJECT ADDRESS: 700 E Church St  
Monroe, Ga

Brief description of project: Construct new home. Plans  
& Specs attached.

(Continue on separate sheet, if necessary.)

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.

(2)

Sent from my iPhone

2 Attached Images



Lot



Street



(3)

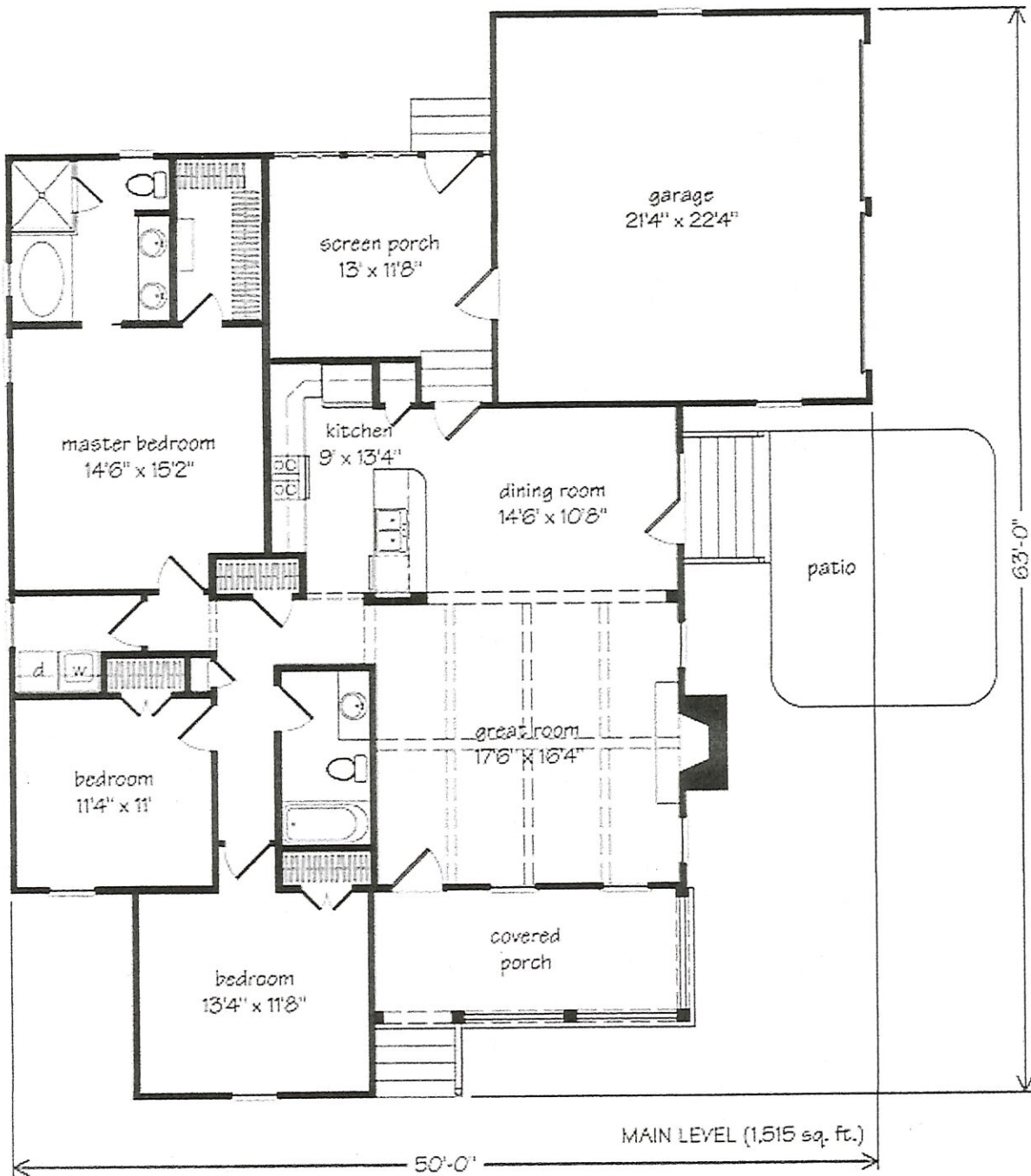


(3)



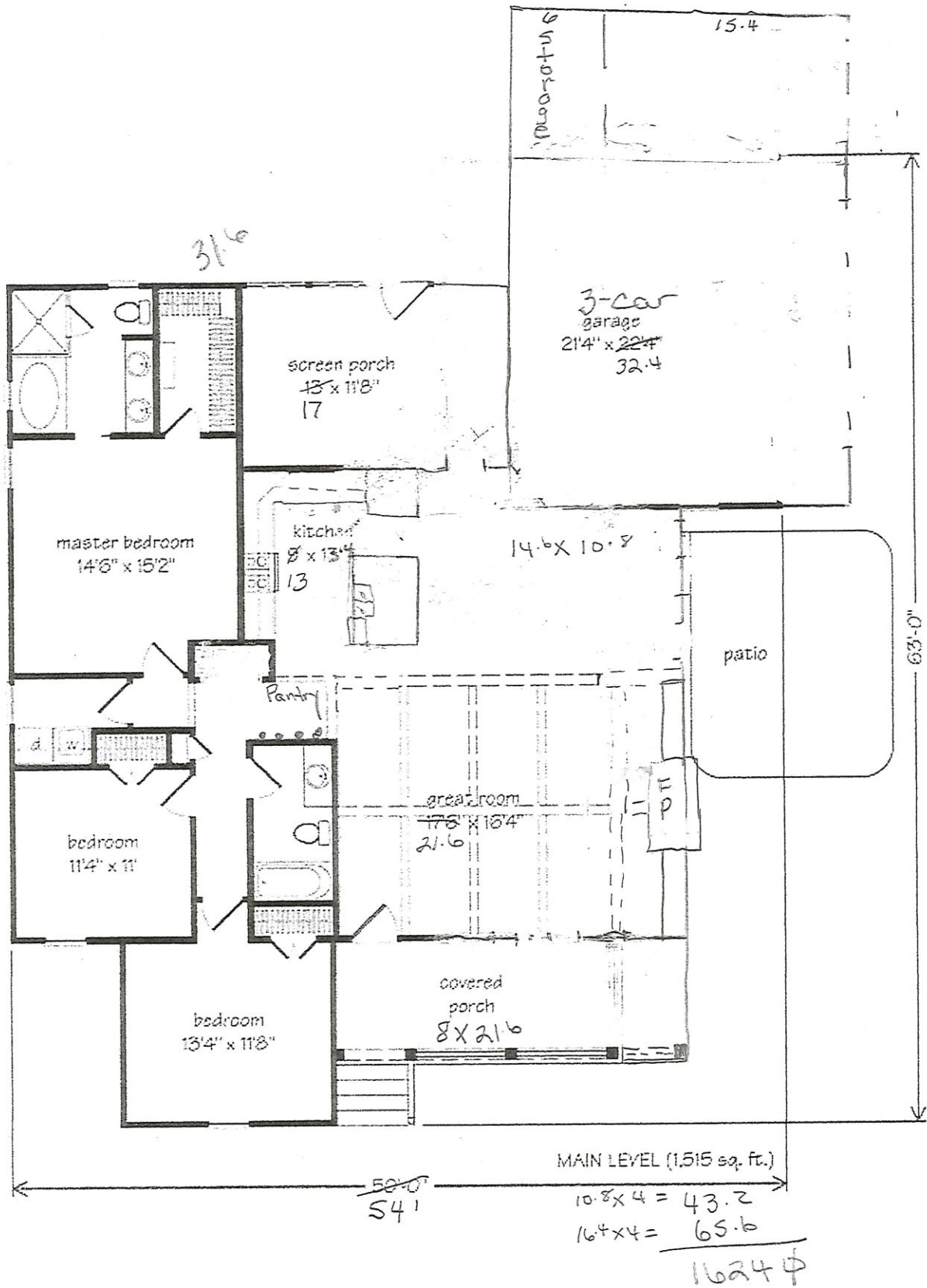
(4)

Original plan. Southern Living "Farris Cottage"  
plan 1626. 1515 Square feet.



(5)

Plan with changes enlarging to 1624 Sq ft.  
Plan to be reversed from shown.



(6)

Pine straw

20

31.5

40

B<sub>1</sub>

Annuals

Sod

Annuals

pea gravel

Annuals

old bicycle

Driveway

border gate (3)  
olive trees

(17)  
stella de ora  
Day lily

lg wood  
planters w/ boxwoods  
or Wax leaf ligustrum (5)

Pine  
straw

Drive way

Sod  
Grass

M

20'

A<sub>0</sub>

Sod

Annuals

Sod

Magnolia

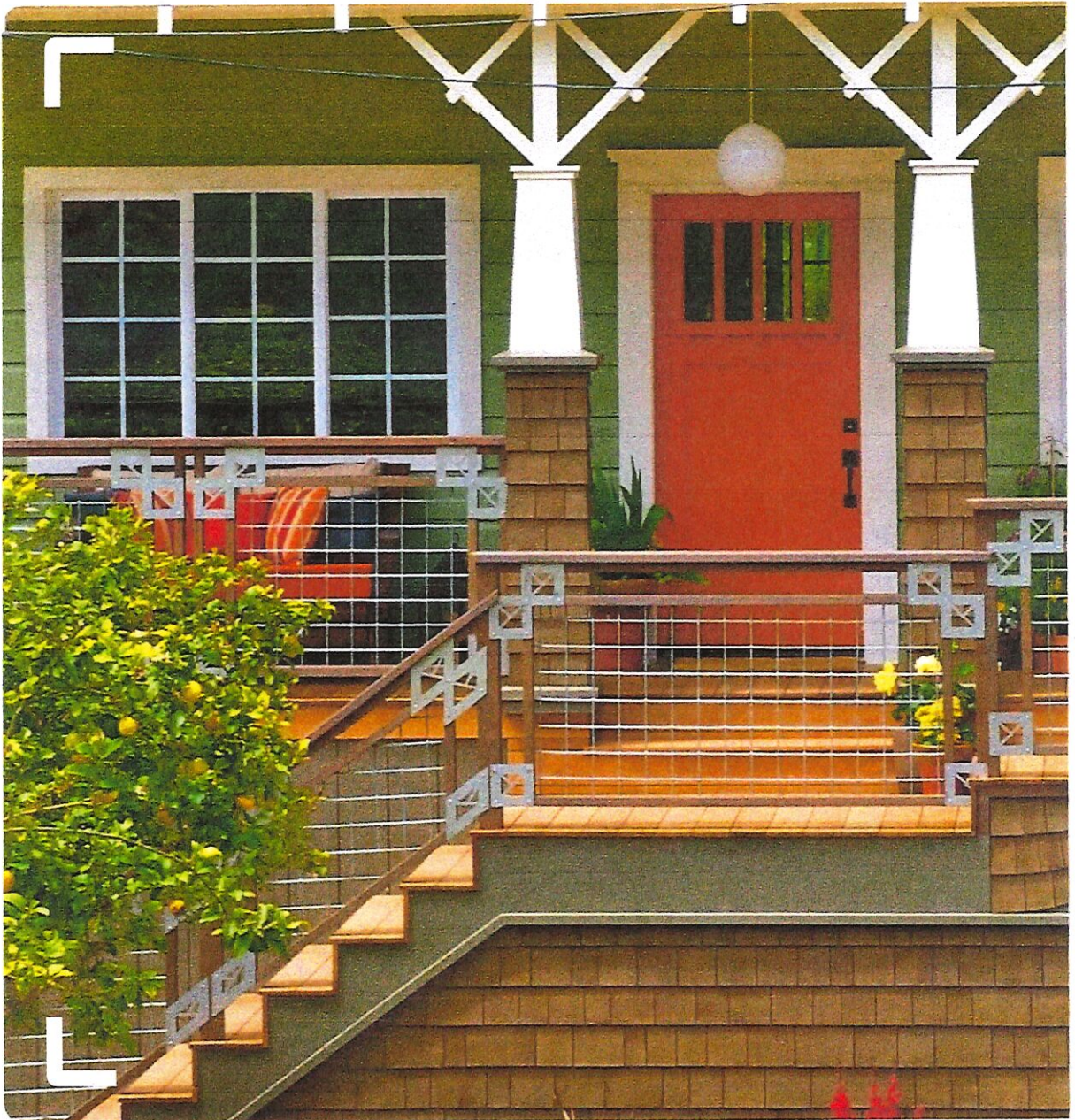
Straw

White picket 54'



(7)

Photo for example of exterior color only.



Siding

Door

Trim  
(white)

Shutters  
stained

Marine White  
HDC-CL-10<sup>®</sup>  
Paint

HOME  
DECORATORS  
COLLECTION



Tapestry Red  
HDC-CL-10<sup>®</sup>

(8)

## Specifications

1. House to be constructed on slab foundation
2. Roof material - Architectural Shingle
3. Siding - Hardiplank
4. Driveway - Pea gravel or concrete or a combination
5. House plan to be reversed from attached plan.
6. Windows - white vinyl clad
7. Shutters - stained



# 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 |
|---------------|-------------|-----------|----------|-----------|
| 19-00228      | 02/13/2019  | \$ 0.00   | \$ 10.00 | adkinson  |

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LOCATION **118 Bold Springs Ave**  
**Monroe, GA 30655**

USEZONE **P**

PIN **M0012-097-000**

FLOODZONE **Yes**

CONTRACTOR

**Taylor & Kolby Hanson**

SUBDIVISION

LOT

BLOCK **0**

**118 Bold Springs Ave**  
**Monroe GA 30655**

UTILITIES...

Electric

Sewer

Gas

OWNER **Taylor & Kolby Hanson (770 337 1862)**

**118 Bold Springs Ave**  
**Monroe GA 30655**

PROJECTID# **118Bold**  
**SpringsAve-190213-1**

EXPIRATIONDATE: **02/28/2019**

## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK

**REQUEST FOR COA - HPC MEETING**  
**2/26/19 @ 6:00 PM 215 N BROAD STREET**

DIMENSIONS

#STORIES

SQUAREFOOTAGE

Sq. Ft.

#UNITS

NATURE OF WORK

**Other**

SINGLE FAMILY ONLY

#BATHROOMS

CENSUS REPORT CODE

#BEDROOMS

**855 - \* Historic Preservation Request**

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

Date

**2-13-19**

Approved By

Date

**2-13-19**

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

**19-00228**

PERMIT PIN

**58146**

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## 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

02/13/19  
\_\_\_\_\_  
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: 02/13/19

APPLICANT: Kolby Hanson

APPLICANT'S ADDRESS: 118 Bold Springs Ave Monroe, GA  
30655

TELEPHONE NUMBER: 770.337.1862

PROPERTY OWNER: Kolby Hanson

OWNER'S ADDRESS: 118 Bold Springs Ave Monroe GA 30655

TELEPHONE NUMBER: 770.337.1862

PROJECT ADDRESS: 118 Bold Springs Ave Monroe GA 30655

Brief description of project: Looking to replace windows from  
single pane to double. Windows in house are starting  
to mold & have gaps in them.

(Continue on separate sheet, if necessary.)

Kolby Hanson  
Applicant

02/13/19  
Date





























2400 Irvin Cobb Drive, Paducah, KY 42003

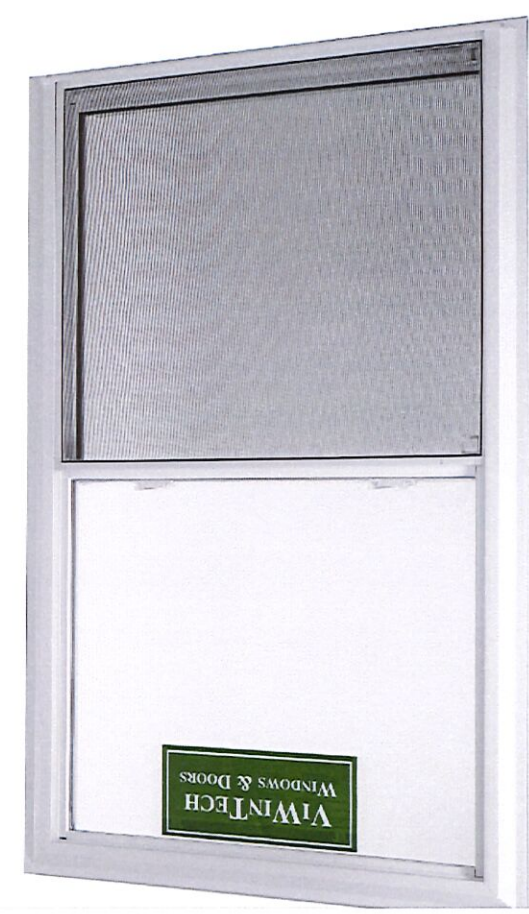
800-788-1050



Distributor Login

Pro Resources

HOME **WINDOWS** DOORS WHERE TO BUY



## 2000

- The 2000 window is our intermediate replacement window option. It is not available in single hung, but it is available in all other window styles.
- The 2000 features a 3 1/4" overall frame size and lead-free designer composite cam locks and keepers. The locks are certified lead-free and have a child safety lock option.
- The 2000 window includes fiberglass mesh screens and the Intercept® Warm Edge Glass Spacer System. This creates a good seal between the two glass panes, adding strength and durability to the glass. It also prevents moisture build up that can lead to condensation.

AVAILABLE STYLES:

- COLOR OPTIONS
- EXTERIOR COLORS
- GRID OPTIONS
- GLASS OPTIONS

## AVAILABLE STYLES:

