



## Historic Preservation Commission

### AGENDA

Tuesday, August 27, 2019

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 23, 2019

IV. **REQUESTS**

[1.](#) Request for COA for Signs - 208 South Broad Street

[2.](#) Request for COA - 219 Walton Street

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission  
Meeting Minutes  
July 23, 2019

Present: Mitch Alligood, Crista Carrell, Fay Brassie, Susan Brown

Absent: Marc Hammes

Staff: Debbie Adkinson, Code Department Assistant  
Patrick Kelley, Director of Code & Development  
Darrell Stone, Director of Planning & Development  
Logan Propes, City Administrator

Visitors: Perry Nell Sorrells, Gail Huie Smith, Marty Wagner, Dave Wagner, Don Jackson, Carol Holbrook, Vicki Tuttle, Wes Sorrells, Rick Holder, Lawrence Quammen, Beverly M Jackson, Bill Casey, Connie Casey, Rich Baumann, Doug Geiger, Corrie Beth Noll, Jerry Cole, Steve Brown, Mary Bates, Chip Ferguson, Clayton Mathias, Catherine Buffaloe, Joe Bylaw, Jim Kwater, Ben Doster, Karen Chamberlain, Eddie Young, Dawn Young

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

Chairman Alligood entertained a motion for approval of the minutes from June 25, 2019. Carrell made a motion to approve. Brown seconded. Motion Carried. Minutes approved.

Carrell moved to change the order of the agenda to move the 4<sup>th</sup> item 410 Mill Street to 1<sup>st</sup> place on the agenda and leave the other three in the order that they are. Brassie made the motion to change. Brown seconded. Motion Carried.

**The first item of business** is an application for COA for petition # HP-000019-2019 at 410 Mill Street to make changes to the exterior by replacing windows, the front porch rails and the roof shingles. The applicant is Shauna Mathias the owner.

Clayton Mathias spoke to the request. He offered pictures of the current state of the house and some changes they would like to make. There are missing and rotted railings on the porch. They would like to do no railing if the porch height is less than 30". They would like to replace the roof due to leaking. The windows would be replaced to make all windows match with a one/one window.

Chairman Alligood asked for any comments from the commission.

Brown asked if his clear panes were one/one?

Mathias: yes

Chairman Alligood asked the type of shingles they would use.

Mathias stated architectural.

Carrell asked about the porch railings he would use if the porch height was above 30" from normal grade.

Mathias produced pictures showing the type railings it would be.

Chairman Alligood asked for any discussion from the public. There was none.

Chairman Alligood entertained a motion.

Carrell made a motion to allow them to replace the windows as presented, and no railings on

porch if the porch meets code height requirements, and replacing roof with architectural shingles. Brown Seconded. Motion carried. COA granted.

**The seconded item of business** is an application for COA # HP-000012-2019 to relocate the house at 211 Boulevard to 257 Boulevard. The Applicant is Rick Holder. Mr. Holder is working with the First United Methodist Church to relocate this house to make room for expansion.

Chairman Alligood asked for someone to speak for the request.

Rick Holder spoke to the request. He is doing this to keep the house in the same district and working with the First United Methodist Church to make room for expansion. This relocation will be within the same historic district and will be moved to make room to relocate the Henson House to this lot. He sees this as being a positive addition to the community. If the Henson House is not moved, this property will become part of the church's master plan. This house can be easily moved without damage.

Brown asked if this house would be on foundation or slab?

Holder stated it would be on a code compliant block foundation faced with brick.

Brown asked the distance it would be set back on the lot it is going to.

Holder stated it would match the other houses on the street. Possibly 25' set back.

Brown is the moving company bonded.

Holder yes.

There was more discussion on the moving of the house and the security of the move.

Chairman Alligood asked for comments from the public. There was none.

Carrell made a motion to approve the house being moved with the stipulation that if the Henson House does not go on this lot, that there will be landscaping to make that transition from the neighborhood into whatever is done on the property. Brown Seconded. Motion carried. COA Granted.

**The third item of business** is an application for a COA for petition # HP-000014-2019 at 213 Boulevard. The applicant is Rick Holder applicant/agent for the First United Methodist Church. He is asking to demolish the house at 213 Boulevard to make room to move the Henson House to this lot combined with the lot for 211 Boulevard.

Rick Holder spoke to this request. He stated this house is not in good condition. The plumbing and electrical are not to code, no heating and air, there are structural issues with the house. It's his opinion the cost estimate to bring this house up to code exceeds the retail value of the house. He requests permission to demolish the house so the Henson House could be moved on the two lots.

Brassie: Would you still want the house demolished if the Henson House isn't moved.

Holder: Yes.

Chairman Alligood asked for comments from the public. There was none.

Chairman Alligood entertained a motion.

Carrell motioned to deny. Brown seconded. Motion carried. Denial of COA

**The fourth item of business** is an application for a COA at 404 South Broad Street # HP-000013-2019 to relocate the Henson House to the lots for 211 Boulevard and 213 Boulevard. The applicant is Rick Holder acting on behalf of the First United Methodist Church.

Rick Holder spoke to the request. He stated the house being moved to the other lots would give the house an opportunity to be saved. It would still be in the same Historic District. The moving company will be taking extra care in moving the house. The company is a very reputable company.

Chairman Alligood asked if the Commission had any questions.

Carrell asked if there had been any discussion of moving the house forward.

Holder: yes

There was much discussion about possibly moving the house forward on the property and not moving it to another location. There were many comments from the Church members and trustee's for moving this house to the Boulevard lots to allow the church to use this property for expansion. The expectation of the church is that if the house is moved to Boulevard it will be bought and renovated to a beautiful use. There were no comments from the public against the moving to Boulevard. No agreement could be made.

Chairman Alligood entertained a motion.

Carrell made a motion to deny the moving of the house to Boulevard. Brassie Seconded. The vote was 2 yeas Brassie and Carrell and 2 nays Alligood and Brown.

Kelley stated the application would have to be referred to the City Council as an appeal for a final decision. The next City Council Meeting will be August 13, 2019.

Holder read the City Code of Ordinances for a decision to be made by the Historic Preservation Commission.

**Sec. 54-129. - Deadline for approval or rejection of application.**

(a)

The historic preservation commission shall approve or reject an application for a certificate of appropriateness within not more than 45 days after the filing thereof by the owner or occupant of an historic property, or of a structure, site, or work of art located within an historic district. Evidence of approval shall be by a certificate of appropriateness issued by the commission.

(b)

Failure of the historic preservation commission to act within such 45 days shall constitute approval, and no other evidence of approval shall be needed.

(Code 1988, § 8-4-49)

Kelley stated the Code Office will confer with Council on the split vote and its determination of application.

Old Business: None

New Business: None

Chairman Alligood entertained a motion to adjourn. Brown made a motion to adjourn. Carrell seconded.  
Meeting Adjourned at 7:25 pm



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

# Plan Report

Plan NO.: HP-000021-2019

Plan Type: Historic Preservation

Work Classification: Historic Preservation Request

Plan Status: In Review

Apply Date: 07/25/2019

**Expiration:**

Location Address

Parcel Number

208 S BROAD ST, MONROE, GA 30655

M0140103

Contacts

Ramona Lopretto **Applicant**  
 1577 MOUNTAIN CREEK CHURCH RD, MONROE, GA 30656  
 (609)353-7556

**Description:** REQUEST FOR COA FOR SIGNS - HPC MEETING 8/27/19 @ 6:00 PM 215 N BROAD STREET

Valuation:           \$0.00            
 Total Sq Feet:           0.00          

Fees	Amount
Historic Preservation Request	\$10.00
<b>Total:</b>	<b>\$10.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$10.00</b>
Cash	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

*Ramona Lopretto*

Issued By:

*Ramona Lopretto*

Plan\_Signature\_1

Plan\_Signature\_2

July 25, 2019

Date

Date

Date

## 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

7/20/19  
\_\_\_\_\_  
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: 7/20/19  
APPLICANT: Ramona Lopietto  
APPLICANT'S ADDRESS: 1577 Mountain Creek Church Rd. N.W.  
Monroe GA, 30656  
TELEPHONE NUMBER: 609-353-7556

PROPERTY OWNER: \_\_\_\_\_  
OWNER'S ADDRESS: Same as above.

TELEPHONE NUMBER: \_\_\_\_\_  
PROJECT ADDRESS: 208 S. Broad St.  
Monroe GA, 30655

Brief description of project: Outside of building, paint backboard  
(all wood) and put up signs for new business  
(Timeless Moments Event Center)

(Continue on separate sheet, if necessary.)

R. Lopietto  
Applicant  
7/20/19  
Date

Previously approved Signs total 88 sq ft



24"

Play Center

24"

16'

Papyrus Font Bold



8'

24"

Reception Hall

16'

Papyrus Font Bold

Requested signs total 80 sqft

APPLICATION TO REGISTER A BUSINESS TO BE CONDUCTED UNDER TRADE NAME, PARTNERSHIP OR OTHERS

STATE OF GEORGIA  
COUNTY OF WALTON

The undersigned does hereby certify that Ramona Lopretto  
6 conducting a business as Timeless Moments  
Event Center LLC in the City of Montroe County of  
Walton in the State of Georgia, under the name of Timeless Moments Event  
Center LLC and that the nature of the business is Event  
Center and that the names and addresses of the persons, firms  
or partnership owning and carrying on said trade or business are Ramona Lopretto  
1577 Mountain Creek Church Rd. NW, Montroe GA 30656

R. Lopretto (owner)  
Signature - Title  
Ramona Lopretto

BK: TNA PG: 503  
Filed and Recorded  
May-15-2019 01:01:51PM  
DOC#: M2019-000243  
Karen P. David  
CLERK OF SUPERIOR COURT Walton County GA.

Subscribed and sworn to before me  
this 15 day of May, 2019.

Shan Ben  
Notary Public



Note: The Act requires that this notice be published once a week for two weeks in the paper in which the Sheriff's advertisements are printed. This paper is The Walton Tribune. Also, upon change of ownership, a new and amended registration be filed. (Ga Laws 1981, p 872)



**GEORGIA  
CORPORATIONS  
DIVISION**

GEORGIA SECRETARY OF STATE  
**BRAD  
RAFFENSPERGER**

**BUSINESS SEARCH**

BUSINESS INFORMATION

Business Name: **Timeless Moments  
Event Center LLC** Control Number: **19046730**

Business Type: **Domestic Limited  
Liability Company** Business Status: **Active/Compliance**

NAICS Code: **Any legal purpose** NAICS Sub Code:

Principal Office Address: **1577 Mountain Creek  
Church Rd NW,  
Monroe, GA, 30656,  
USA** Date of Formation /  
Registration Date: **3/29/2019**

State of Formation: **Georgia** Last Annual  
Registration Year: **NONE**

REGISTERED AGENT INFORMATION

Registered Agent Name: **Ramona Kaye**

Physical Address: **1577 Mountain Creek Church Rd NW, Monroe, GA, 30656, USA**

County: **Monroe**

Filing History

Name History



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

# Plan Report

Plan NO.: HP-000027-2019

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 08/15/2019

**Expiration:**

**Location Address**

**Parcel Number**

219 WALTON ST, MONROE, GA 30655

M0140017

**Contacts**

David Newman II & Denise Newman **Applicant**  
 219 WALTON ST, MONROE, GA 30655  
 (770)616-8732

**Description:** REQUEST FOR COA FOR EXTERNAL CHANGES -HPC MTG 8/27/19 @ 6:00 PM  
 215 N BROAD ST

**Valuation:** \$0.00  
**Total Sq Feet:** 0.00

Fees	Amount
Historic Preservation Request	\$10.00
<b>Total:</b>	<b>\$10.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$10.00</b>
Check # 1075	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

*Libbie Adkins*

Issued By:

August 15, 2019

Date

*Denise Newman*

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date

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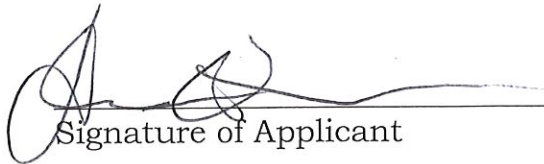
[Sec. 8-4-2(f)]

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Signature of Applicant

8/15/19  
\_\_\_\_\_  
Date

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
MONROE HISTORIC PRESERVATION COMMISSION

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DATE: 8/15/19

APPLICANT: David & DENISE NEWMAN

APPLICANT'S ADDRESS: 219 Walton St  
Monroe, GA 30655

TELEPHONE NUMBER: 770-616-8732 - David's cell

PROPERTY OWNER: David & Denise Newman

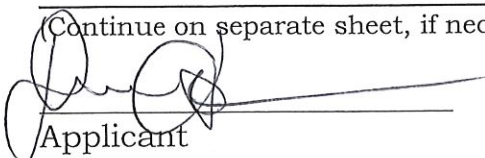
OWNER'S ADDRESS: 219 Walton St  
Monroe, GA 30655

TELEPHONE NUMBER: 770-616-8732

PROJECT ADDRESS: 219 Walton St  
Monroe, GA 30655

Brief description of project: See attached documentation  
"Request for Certificate of Appropriateness"  
p.1-21

(Continue on separate sheet, if necessary.)

  
Applicant

8/15/19  
Date

**REQUEST FOR  
CERTIFICATE OF APPROPRIATENESS**

**219 Walton Street  
Monroe, GA 30655**

08.2109

**Request for Certificate of Appropriateness  
Table of Contents**

<u>Page Number</u>	<u>Title</u>
1	Request for Certificate of Appropriateness
3	1922 Photos of 219 Walton Street
4	Current East Side Façade
5	Current Front Façade
6	Current West Side Façade
7	Current Rear Façade
8	Proposed decorative fence
9	Current Rear Entry Door
10	Proposed Rear Porch
11	Proposed Garage Picture
12	Photo of Proposed Garage location (across yard photo)
13	Proposed Front and Side Elevations of garage
14	Proposed Floor Plan of Garage
15	Proposed Corbel details
16	1930's photo of detail on porte cochere
17	Possible garage door design
18	Proposed driveway location photo
19	2019 Site Plan
20	Historic Site Plan
21	Site Plan with proposed items (garage, fence, porch, front sidewalk)

## REQUEST FOR CERTIFICATE OF APPROPRIATENESS

**219 Walton Street  
(aka The Drake House)  
Monroe, GA 30655**

### **History of the Property:**

The lot where 219 Walton Street is located was purchased on January 29, 1913 by Mr. Hugh Bruce Williamson from Mr. Charles M. Walker. A craftsman style bungalow was constructed in 1915 by Mr. Emmitt Williams for Mr. Hugh Williamson's family. Mr. Emmitt Williams eventually purchased the home from the Williamson family for his own family in 1919. The Emmitt Williams family lived in the house until March 31, 1941 when the First Baptist Church of Monroe purchased it from Mr. J. Booth Williams for use as the church parsonage. Four pastors from First Baptist Church of Monroe lived in the house between 1941 and 1966, at which time the house was sold to Rev. and Mrs. J. Luther Drake. The Drakes had previously lived in the house from 1943 to 1953 while Rev. Drake was employed as the pastor for First Baptist Church of Monroe. Neighborhood residents refer to the house as the "Drake House" since the Drake family resided in the home for the longest period of time, nearly 50 years, since its construction.

Dave and Denise Newman purchased the home from the Drake estate in 2005 with the intent of doing an extensive renovation. The goal was to modernize the house while keeping as much of the original historical integrity as possible. The interior was completely renovated and all exterior paint was painstakingly removed to reveal the original clapboard exterior. With a clean canvas, priming and painting of the exterior could be accomplished.

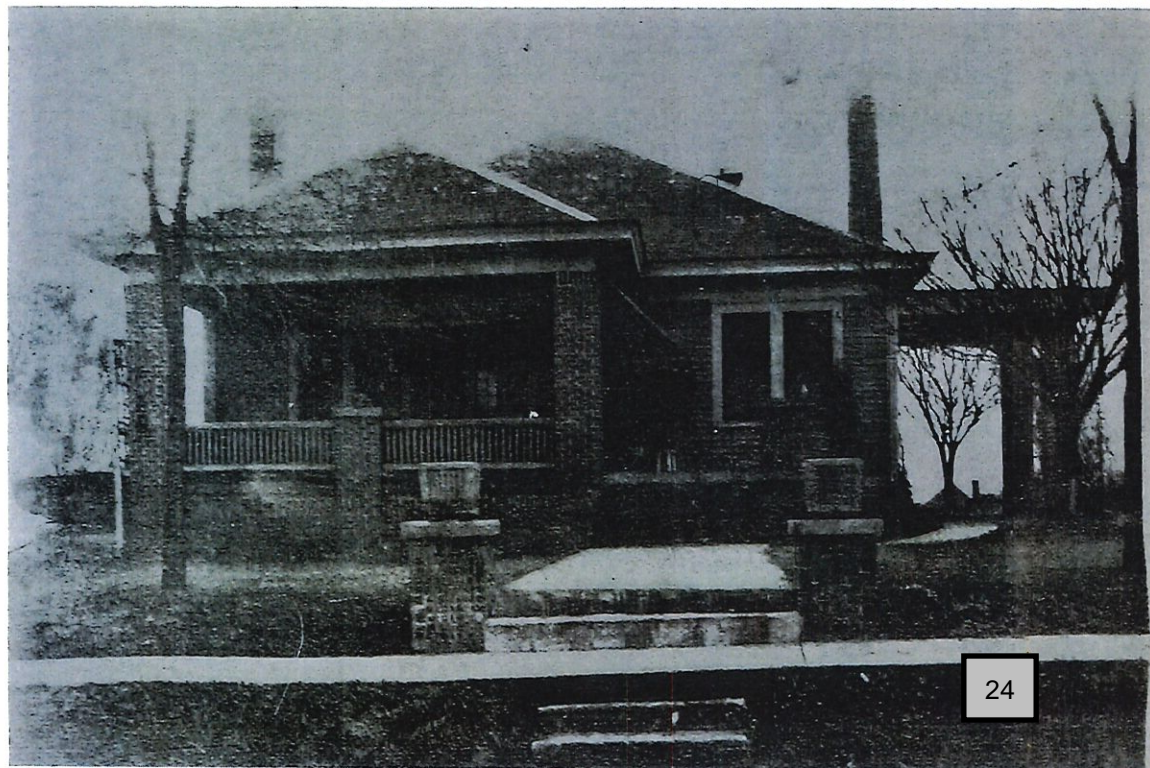
According to appraisal records from 1965 obtained from First Baptist Church of Monroe before the sale of the home to the Drake family in 1966, the original porte-cochere was still intact on the Day Street side of the home. During the Drake family ownership, the porch on the back corner of the home was enclosed to accommodate a laundry room and the porte-cochere on the Day Street side of the home was removed. An attached carport was added to the back of the home and a new gravel driveway was created. When the Newman's purchased the home in 2005, the carport was in need of numerous repairs. Following further investigation, the carport was finally removed for safety reasons in 2018.

### **Upon approval, plans for the future include:**

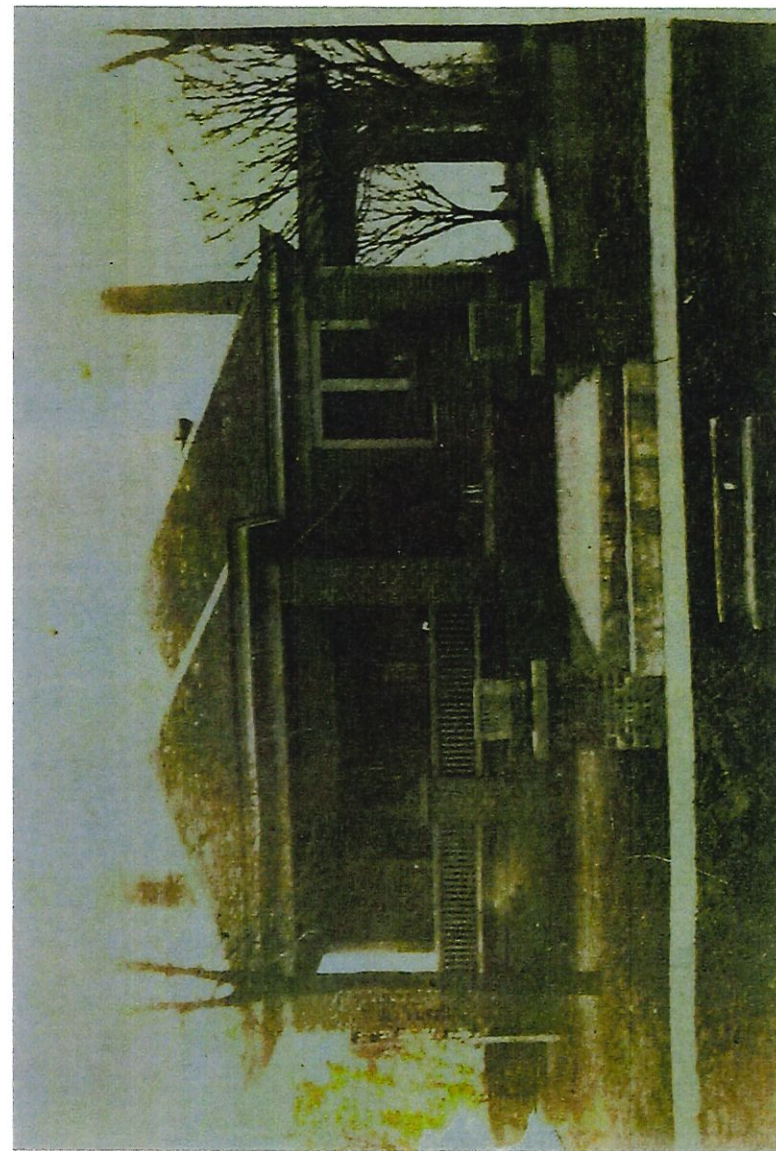
- 1. removing the circular drive (already approved – see p. 6 photo)**
- 2. leveling and sloping the Walton Street & Day Street lawn elevations (see p. 4-6 photos)**
- 3. replacing the sidewalk to the front door (see p. 5 photo)**
- 4. adding privacy fencing (already approved) and decorative fencing around the yard (see p. 4, 7 & 8 photos and p. 21 site plan)**

5. constructing a new one car garage with an attached carport (with similar architecture to the house and features of original porte-cochere - see p. 21 site plan & p. 12-15 drawings and p. 16 photo)
6. adding a new driveway to the new garage (see p. 21 site plan and p. 18 photo)
7. building a back porch over the rear entry door, similar to the existing front porch (see p. 9 photo and p. 10 drawing).

Dave and Denise Newman



24



1-3



-4-



-5-





27

16



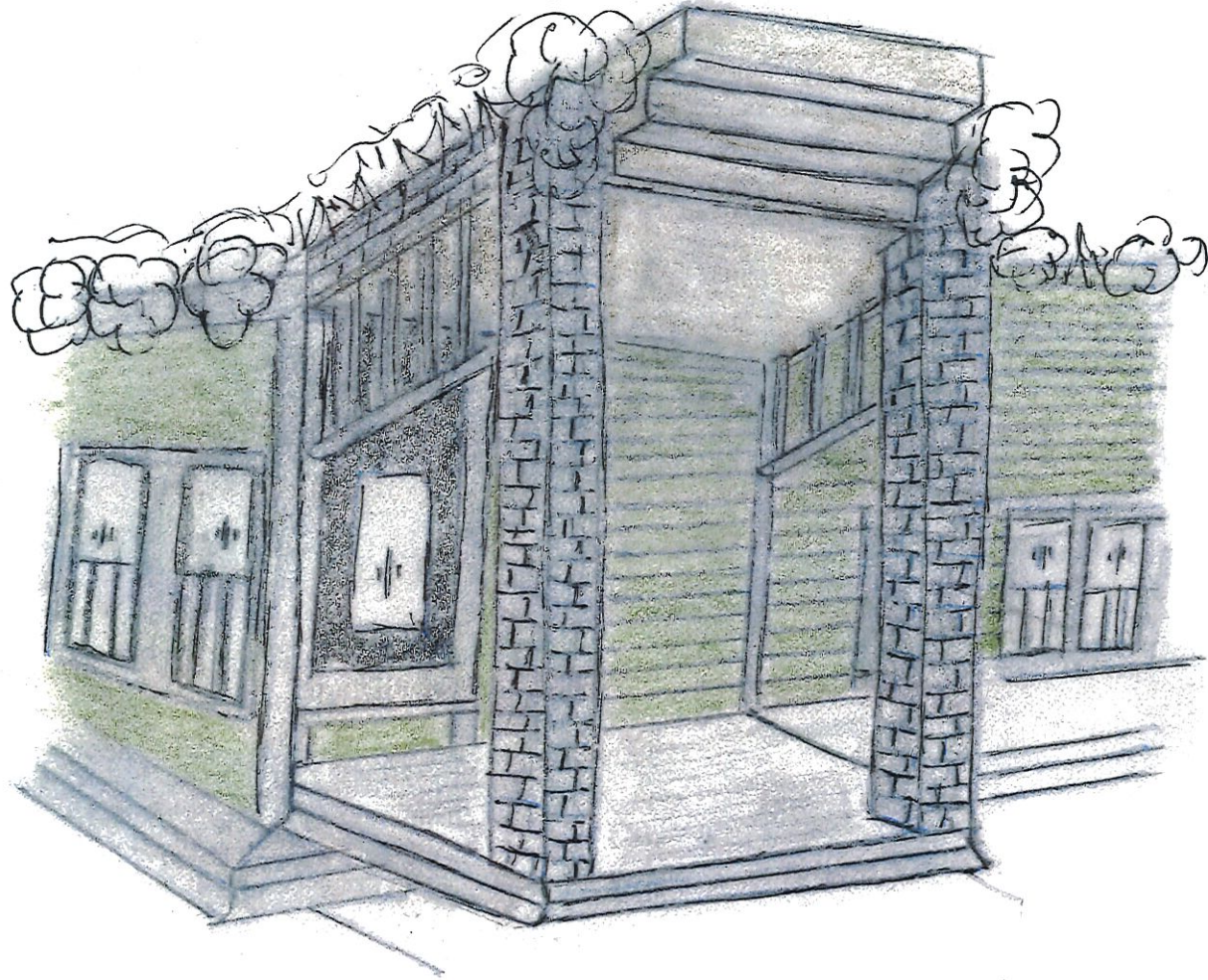
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-11-

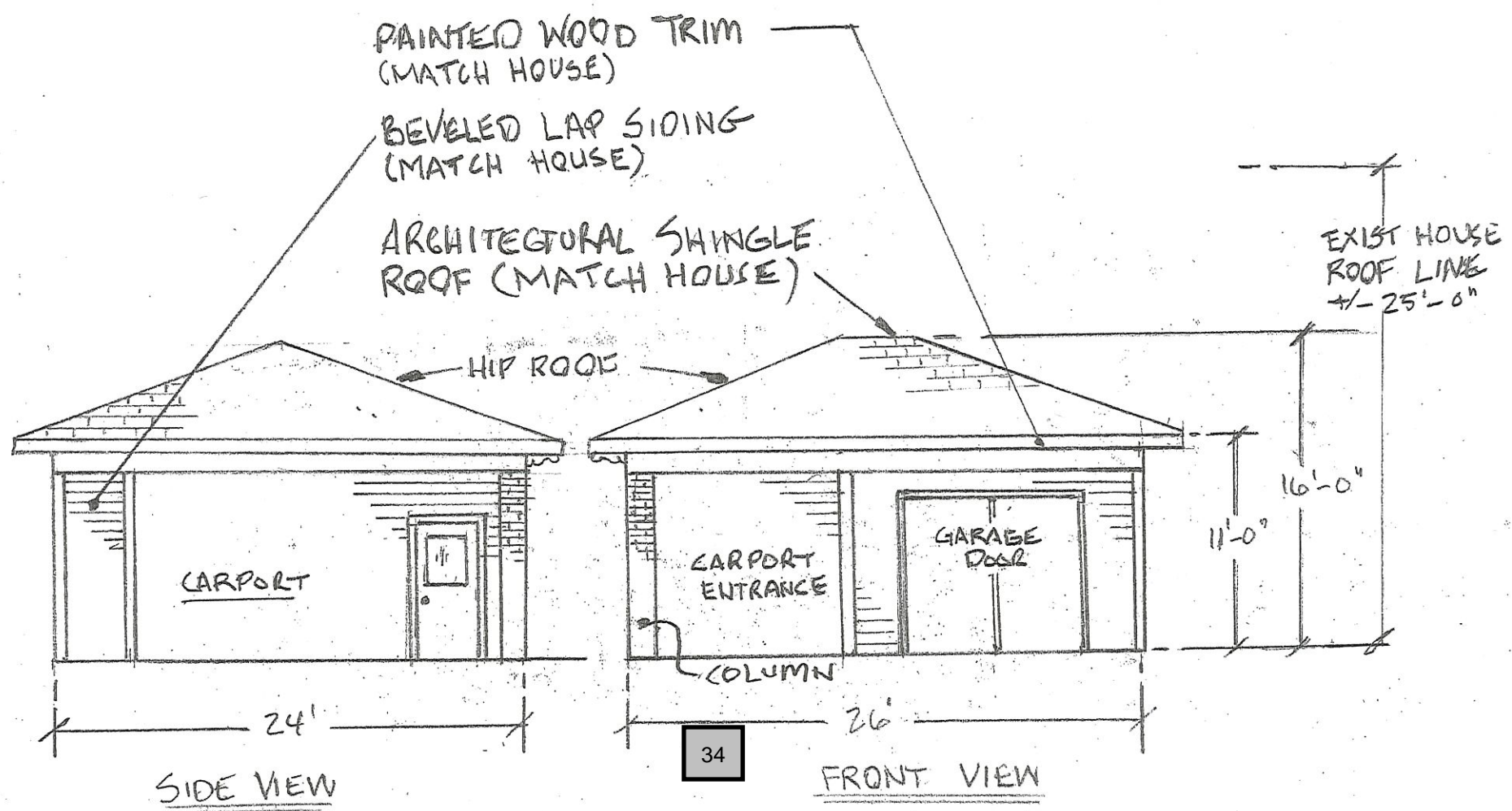


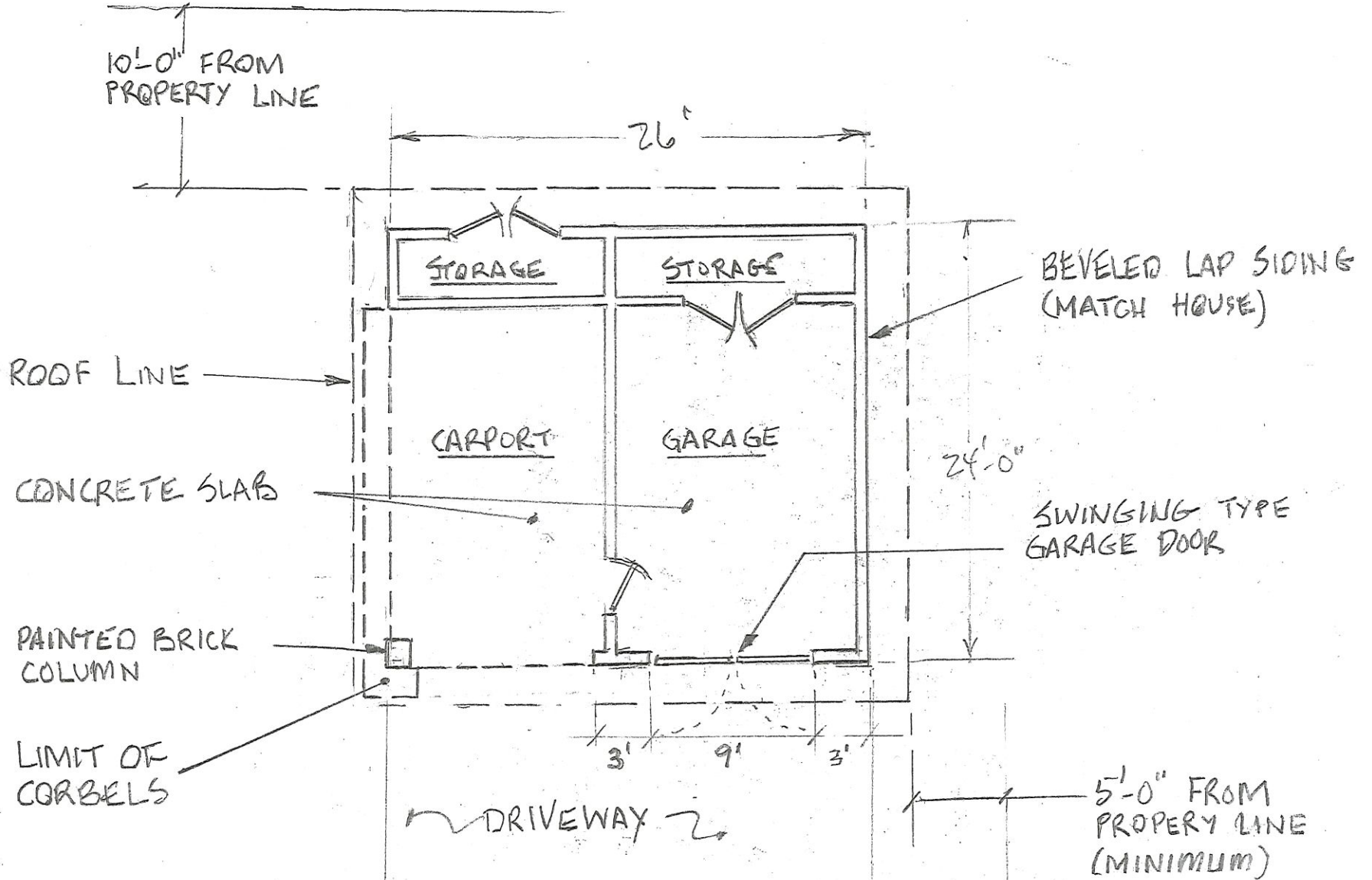


-12-



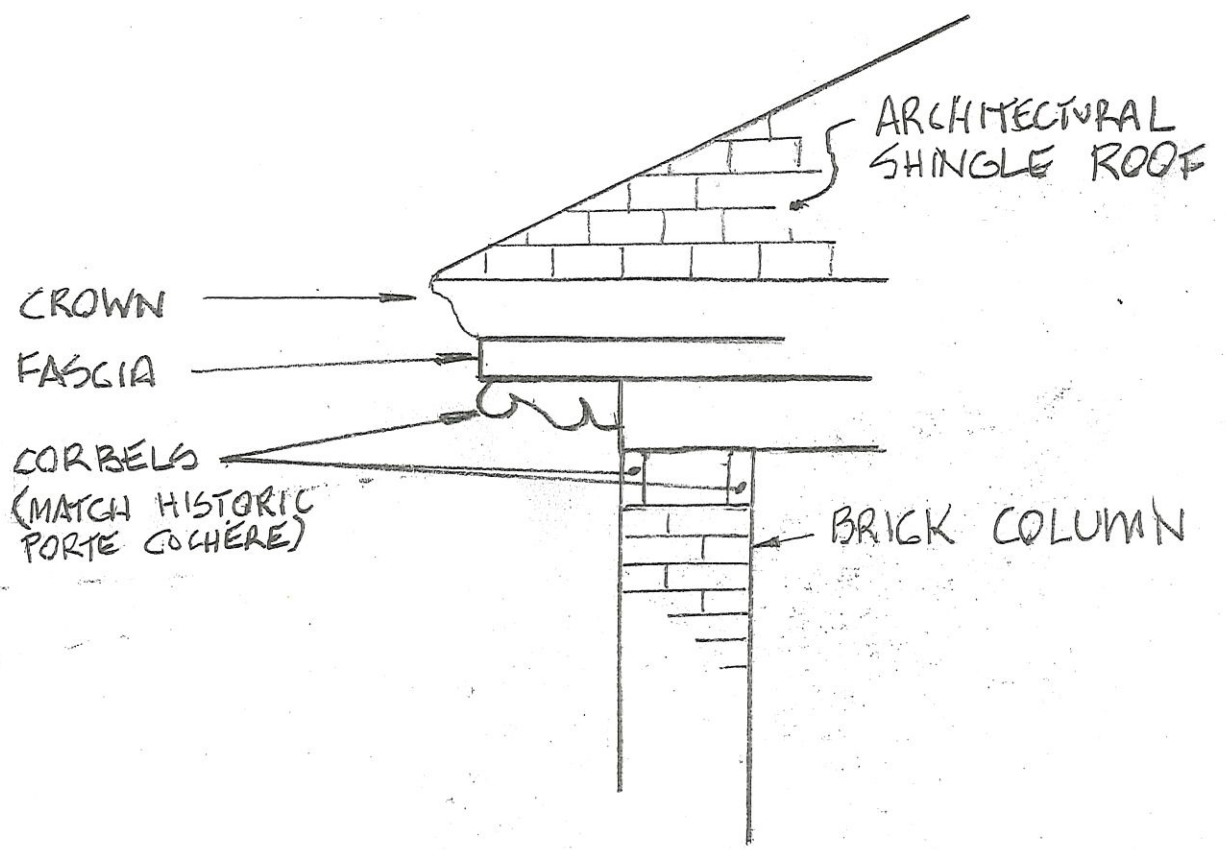
-13-





FLOOR PLAN

-71-



-15-



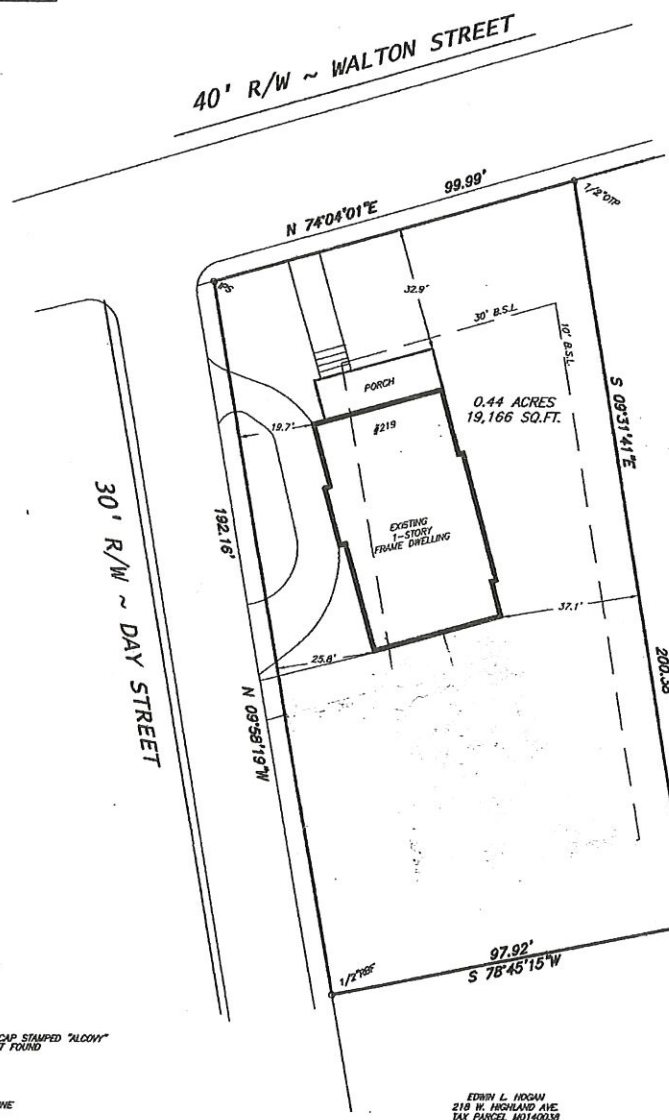
-17-





-18-

THIS BLOCK RESERVED FOR  
THE CLARK SUPERIOR COURT



KELLY D. SHELAMIT  
JAMES F. WARD  
215 WALTON STREET  
TAX PARCEL M0140018  
DB. 3824 PG. 377  
PB. 74, PG. 191  
ZONED R1

EDWIN L. HOGAN  
218 W. HIGHLAND AVE.  
TAX PARCEL M0140039  
DB. 383, PG. 278  
ZONED R2

**LEGEND**

- R.B.F. = REBAR FOUND
- I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
- C.M.F. = CONCRETE MONUMENT FOUND
- O.T.P. = OPEN TOP PIPE
- C.T.P. = COVERED TOP PIPE
- R/W = RIGHT OF WAY
- C.L. = CENTER LINE
- B.S.L. = BUILDING SETBACK LINE
- L.L. = LAND LOT
- L.L.L. = LAND LOT LINE
- G.L.D. = GEORGIA WILDLIFE DISTRICT
- T.B.M. = TEMPORARY BENCH MARK
- R. = RADIOS
- CH. = CHAINS
- TM. = TANGENT
- W/F. = NOW OR FORMERLY
- D.B. = DEED BOOK
- P.B. = PLAT BOOK
- P.C. = PLICE
- D.E. = DRAINAGE EASEMENT
- S.S.E. = SANITARY SEWER EASEMENT
- F.F.E. = FINISHED FLOOR ELEVATION
- (MH) = MANHOLE
- (DI) = DRAIN INLET
- (FH) = FIRE HYDRANT
- (LP) = LIGHT POLE
- (PT) = POWER POLE
- (PL) = POWER LINE
- (FL) = FENCE LINE
- (WL) = WATER LINE
- (GL) = GAS LINE
- (V) = VALVE
- (W) = WELL
- (D) = DEED OR PLAT CALL
- (P.C.) = POINT OF COMMENCEMENT
- (P.O.B.) = POINT OF BEGINNING



	SITE PLAN FOR:	
	<b>DAVID &amp; DENISE NEWMAN</b>	
	TAX PARCEL M0140017, ZONED R1	
	WORK DATE: 11/28/18	DATE OF PLAT PREPARATION: 5/16/19
	LOT(S) 65	3rd DISTRICT
	ALCOVY SURVEYING AND ENGINEERING, INC.	
	2205 HWY. 81 S., LOGANVILLE, GA. 30052	
	Phone 770-466-4002 - LSF #000759	
	SCALE: 1" = 20'	
	JOB NO. 18-170	



