



## Historic Preservation

### AGENDA

Tuesday, July 28, 2020

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 - June 23, 2020

IV. **REQUESTS**

[1.](#) Request for COA - 221 West Highland Avenue

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission  
Meeting Minutes  
June 23, 2020

- Present: Crista Carrell, Susan Brown, Fay Brassie
- Absent: Marc Hammes
- Staff: Pat Kelley, Director of Planning & Code
- Visitors: Rob Grafe, Vicki Grafe, Jace Grafe, Jessica Smith, Christina Carter, Esron Lewis, Jonathan Lewis, BreAnn Robinson, Shyana Green

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

Chairman Carrell entertained a motion for approval of the minutes from April 28, 2020 Meeting. Brassie made motion to approve. Brown seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for a COA for petition # HP-000058-2020 at 706 S Broad St. for an addition. The applicants are Rob and Vicki Grafe.

Mr. Grafe spoke to the request. They are wanting to put a Tea House there. They will need to add an ADA compliant bathroom and a handicap ramp. They are in negotiations with the next door land owner for additional parking. They have a possibility to add parking to the property of the house. The bathroom would have an entrance from the exterior. They would be adding some space to make the kitchen larger.

Brassie asked if a door was going into the bathroom from the outside?  
Grafe stated there would be an entrance from the outside due to the original opening coming from the kitchen.

There was more discussion about the changes and where entrances would be.

Chairman Carrell asked if there were any questions. There were none.

Chairman Carrell entertained a motion.

Brown made a motion to approve. Brassie second.  
Motion carried. COA granted.

**The second item of business** is an application for a COA for petition # HP-000058-2020 at 427 S Broad St. to add a handicap ramp for personal care home. The applicant is Jonathan and Esron Lewis.

Jonathan and Esron Lewis both spoke to the request. They asked to be able to add the handicap ramp on the rear of the property.

Chairman Carrell asked if there were any questions.  
Kelley stated the landing would need to be a 5 ft wide landing.  
Brassie asked if ramp would be the correct size?  
Kelley it should be a maximum of 1 & 12 pitch.

Chairman Carrell entertained a motion.

Brassie made a motion to approve. Brown Second

Motion Carried. COA Granted.

Old Business: Brassie asked about a new member. It was discussed as to getting this on the agenda. Chairman Carrell stated she would speak to Debbie Adkinson about the applicants.

New Business: BriAnn Robinson- what is the historic district.  
Kelley stated the map could be found on line.

Chairman Carroll entertained a motion to adjourn.

Brassie made a motion to adjourn. Brown second.  
Meeting adjourned at 6:15 pm



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

# Plan Report

Plan NO.: HP-000060-2020

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 06/26/2020

**Expiration:**

**Location Address**

**Parcel Number**

221 W HIGHLAND AVE, MONROE, GA 30655

M0140046

**Contacts**

CHARLES D & KERRI BROOKS  
221 W HIGHLAND AVE, MONROE, GA 30655  
(404)316-9418

**Owner**

**Description:** REQUEST FOR COA TO CONSTRUCT A 12' X 16' SHED IN REAR YARD - HPC  
MTG 7/28/20 @ 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>
Check # 2189	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

Issued By:

June 26, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

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: 6.18.2020

APPLICANT: Charlie & Kerri Brooks

APPLICANT'S ADDRESS: 221 W. Highland Ave

TELEPHONE NUMBER: 404.713.4336

PROPERTY OWNER: Charlie & Kerri Brooks

OWNER'S ADDRESS: 221 W. Highland Ave

TELEPHONE NUMBER: 404.713.4336

PROJECT ADDRESS: 221 W. Highland Ave.

Brief description of project: Construct (1) 12x16 shed in backyard. exterior to match finish & color of house. Doors to match existing doors for entrance into basement of house. See attached diagrams.

(Continue on separate sheet, if necessary.)

CBK  
Applicant

6.18.2020  
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)].

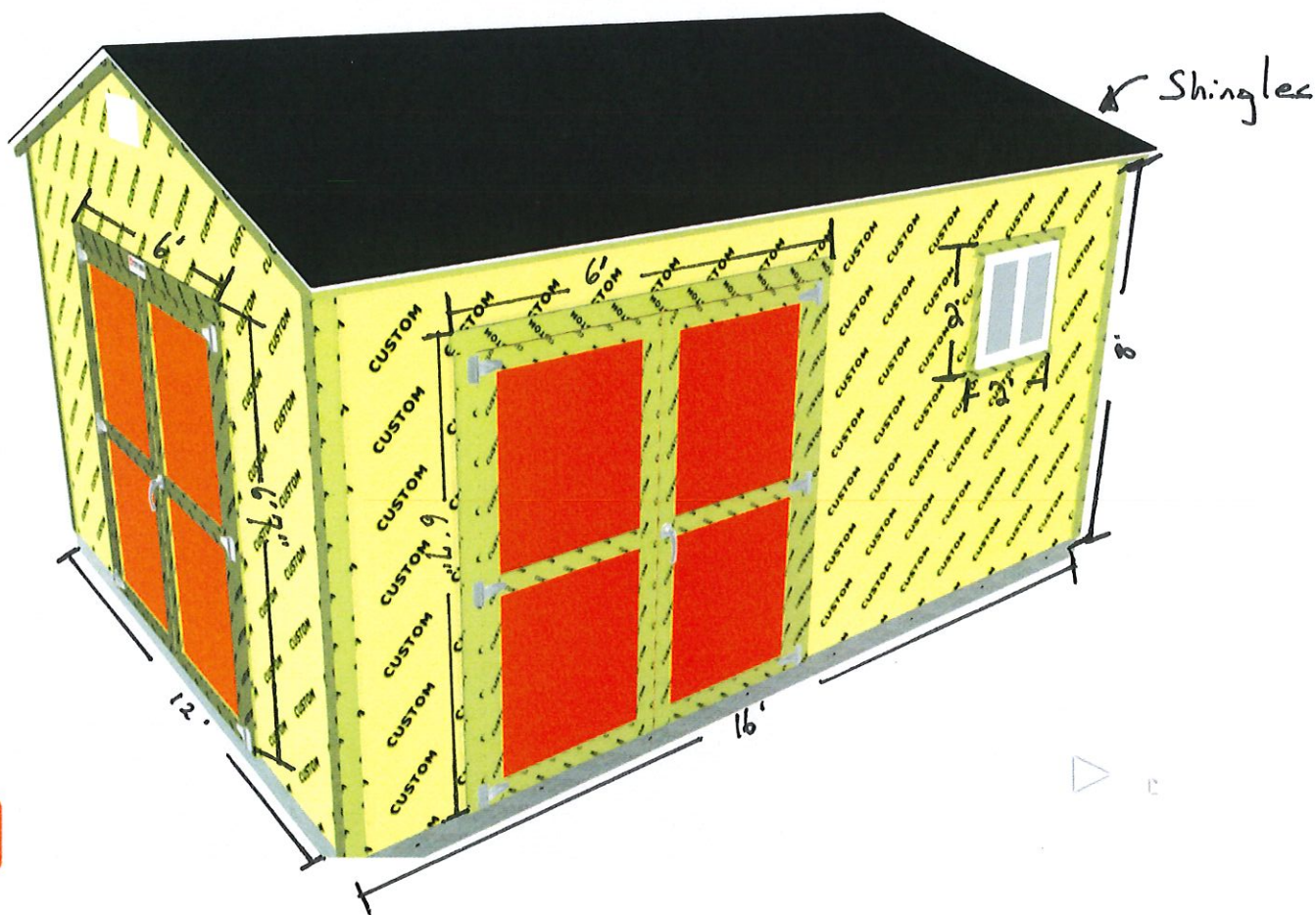
Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

**I acknowledge that I have read this material and will abide by the ordinances set forth.**

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

6.18.2020  
\_\_\_\_\_  
Date





- Doors to match existing door at basement entry
- Paint to match existing house colors
- Wall opposite door to be at existing fence line

