



## Historic Preservation

### AGENDA

Tuesday, October 27, 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 - September 22, 2020

IV. **REQUESTS**

[1.](#) Request for COA for Windows, Doors and Spindles - 732 E Church St

[2.](#) Request for COA for New Townhouses - 319 S. Madison Avenue

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission  
Meeting Minutes  
September 22, 2020

Present: Crista Carrell, Susan Brown, Fay Brassie, Elizabeth Jones

Absent: Mitch Alligood

Staff: Pat Kelley, Director of Planning & Code  
Debbie Adkinson, Code Department Assistant  
John Howard, Mayor

Visitors: Chris Collin

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

Chairman Carrell asked if there were any changes or corrections to the August 25, 2020 minutes. Brassie made a motion to accept minutes as presented. Brown seconded. Minutes approved.

**The first item of business** is an application for a COA for petition # HP-000068-2020 at 106 E Highland Avenue. The applicant is 2<sup>nd</sup> Floor LLC. The request is to remove the awning from the front of the building.

Chris Collin, Co-Owner of the building spoke to the request. They are renovating the building to house a salon and spa. They would like to remove the awning and sign above for the new tenant to use the space. The name of the new tenant is Revive Salon and Spa. Tenant would like to paint their logo and name on the building above where the awning is.

Chairman Carrell asked if there were any other questions.

Brassie asked about the rendering of the sign that was in the application. She stated they would need to come back before them for approval at a later date. If the sign meets the code they will not need to come back before HPC for approval.

Chairman Carrell entertained a motion.

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

Old Business: None

New Business: Chairman Carrell spoke to the Commission about the Historic Resource Survey that is needed in the City. Last survey was done in 2001. They also discussed the grant to help pay for this survey and how they might be able to accomplish receiving it. With more discussion they determined they would have a work session to accomplish this task at hand. The timeline is to get together in a couple of weeks.

They also discussed what could be done to get the ability to set fines for owners that neglect historic properties. The Mayor stated he would speak with the team to see what could be done. They also discussed how they could help the owners understand what a benefit the property is to the community.

Chairman Carroll entertained a motion to adjourn.

Brown made a motion to adjourn. Brassie second.  
Meeting adjourned at 6:31 pm



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

# Plan Report

Plan NO.: HP-000079-2 3

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 10/15/2020

**Expiration:**

**Location Address**

732 E Church St, Monroe, GA 30655

**Contacts**

SAMUEL DAVIS 507 E CHURCH ST, MONROE, GA 30655 (770)820-3739	<b>Applicant</b>  rjharbuck@gmail.com
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**Description:** REQUEST FOR COA FOR WINDOWS, DOORS AND SPINDLES - HPC MTG  
 10/27/20 @ 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>
Credit Card	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

Issued By:

October 15, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

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.

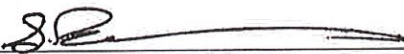
[Sec. 8-4-2(f)]

“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

10/14/2020  
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: 10/14/2020

APPLICANT: Sam Davis

APPLICANT'S ADDRESS: 507 E. Church Street  
Monroe, GA 30655

TELEPHONE NUMBER: (770) 820-3739

PROPERTY OWNER: Sam Davis

OWNER'S ADDRESS: 507 E Church Street  
Monroe, GA 30655

TELEPHONE NUMBER: (770) 820-3739

PROJECT ADDRESS: 732 E Church Street  
Monroe, GA 30655

Brief description of project: Renovation of home

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continue on separate sheet, if necessary.)

S.D.  
Applicant

10/14/2020  
Date















732



















  
**American  
Craftsman**  
by  **Ply Gem**

Windows & Door







Window

SECURED BY  
**ADT**  
800 ADT 5623  
www.adt.com

Window  
Example







Window

301  
Sy Richards,  
Architect Inc.  
Ken Thrasher, President  
404-633-2677





Door

Window



301  
Sy Richards,  
Architect Inc.  
Ken Thrasher, President  
404-633-2677

Door

Spindles





Spindles







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

# Plan Report

Plan NO.: HP-000080- 32

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 10/20/2020

**Expiration:**

Location Address

Parcel Number

319 S MADISON AVE, MONROE, GA 30655

M0160125

Contacts

Lori Volk	<b>Applicant</b>
300 Edwards St, Monroe, GA 30655	
(404)630-2834	lorivolk1@gmail.com

**Description:** REQUEST FOR COA FOR NEW TOWNHOUSES - HPC MTG 10-27-2020 @ 6:00 PM 215 N Broad St

<b>Valuation:</b>	\$ 0.00
<b>Total Sq Feet:</b>	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

*Abrie Robinson*

Issued By:

October 20, 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: 10/15/2020

APPLICANT: Lori Volk

APPLICANT'S ADDRESS: 300 Edwards St., Monroe, GA 30655

TELEPHONE NUMBER: (404) 630-2834

PROPERTY OWNER: New Leaf Georgia

OWNER'S ADDRESS: 1649 Gentry Lane, Statham, GA 30666

TELEPHONE NUMBER: (706) 424-0999

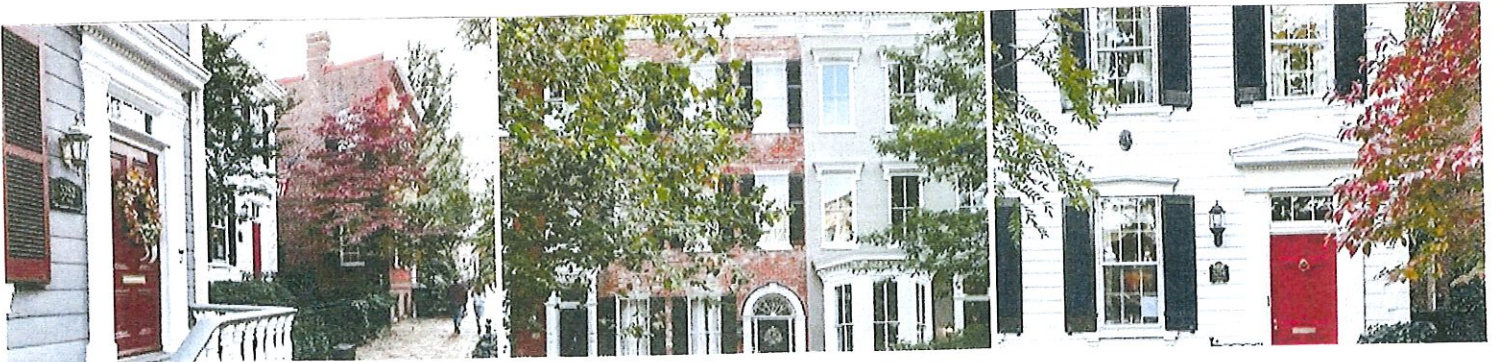
PROJECT ADDRESS: 319 S. Madison Ave., Monroe, GA 30655

Brief description of project: townhouse community of 7 units with 4 attached units facing Madison Ave. and 3 attached units facing Milledge Avenue. Garage entry on the rear of each unit with a shared rear driveway.

(Continue on separate sheet, if necessary.)

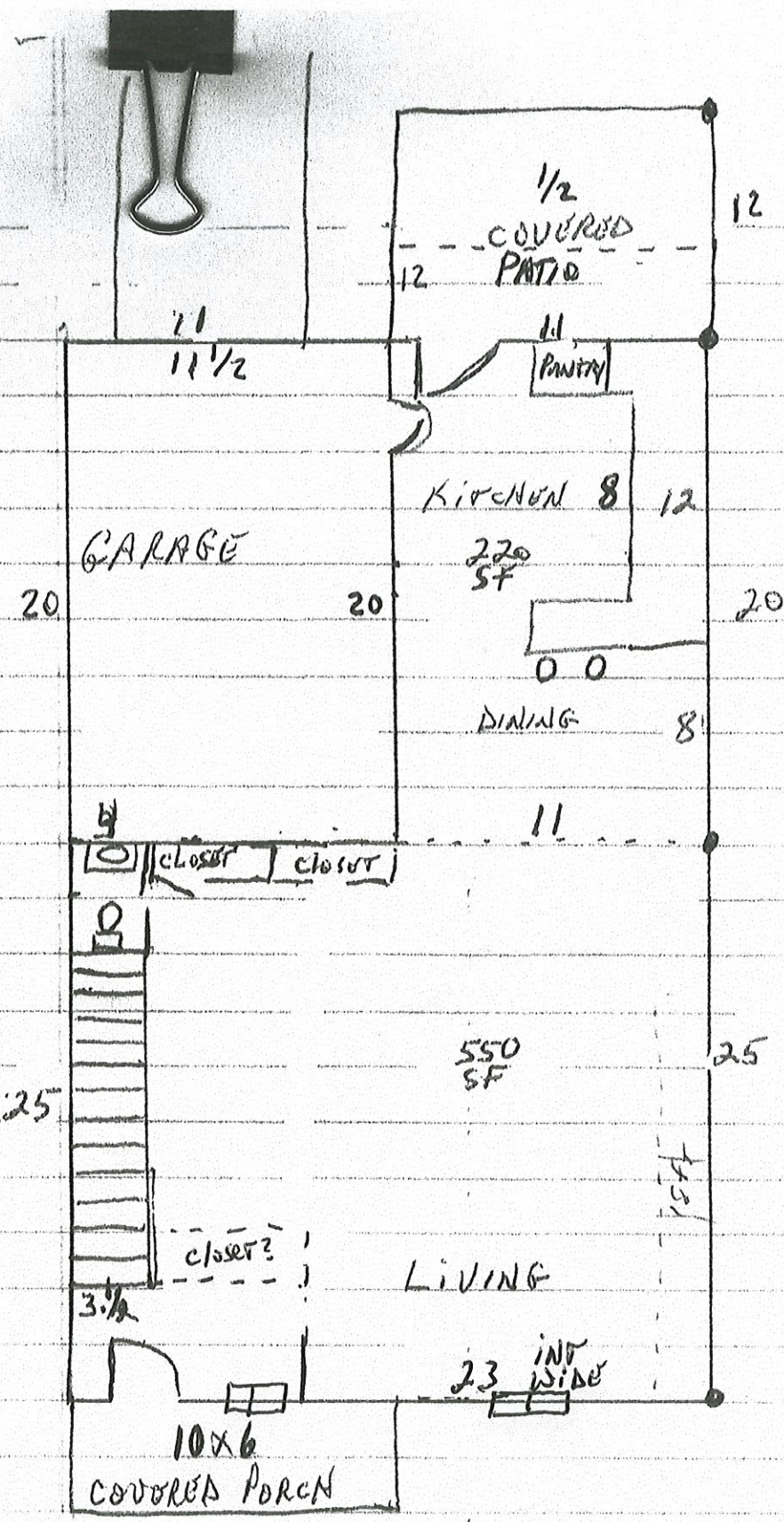
Lori Volk  
Applicant

10/15/2020  
Date



Painted brick

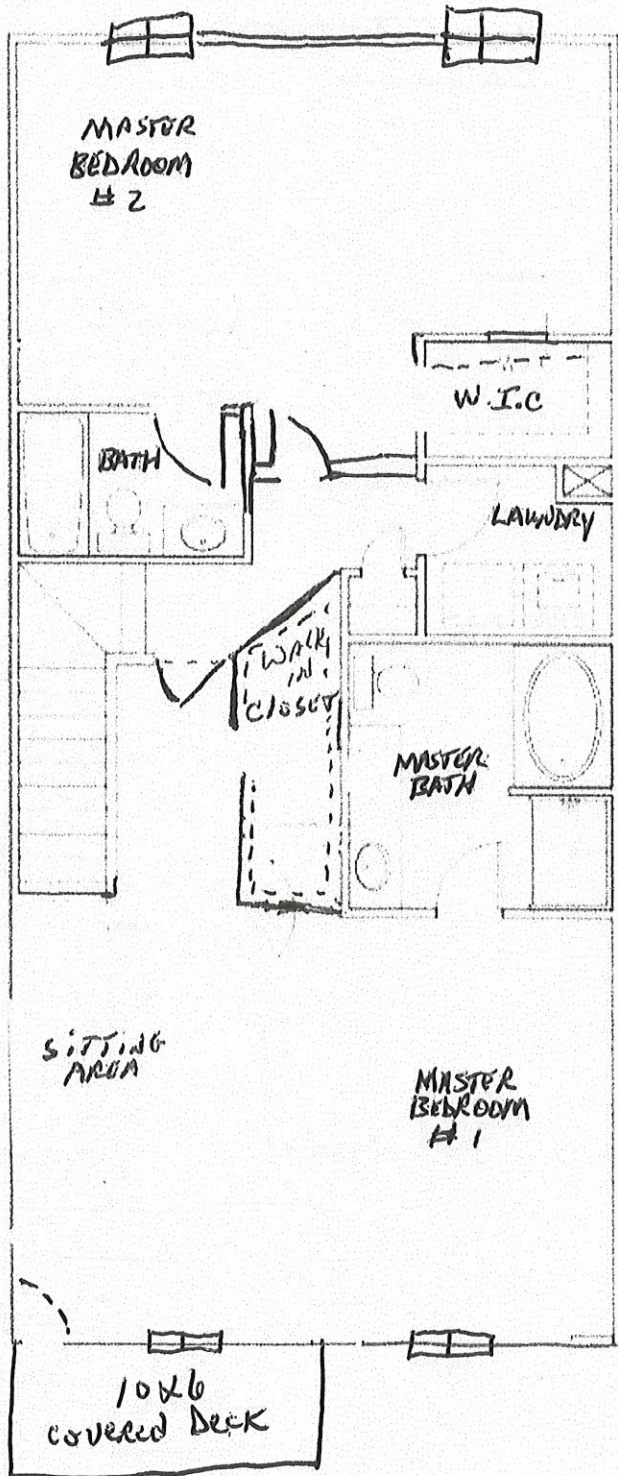




INTERIOR  
 23 x 45  
 1,035 UP HEATED  
 805 DOWN HEATED  
 230 GARAGE - HEATED  
 1,840 TOTAL HEATED

- 35 FT MAX HT
- 1000 SF MIN - GROUND FLOOR
- 24 FT BUILDING WIDTH MINIMUM
- 1400 MIN SF

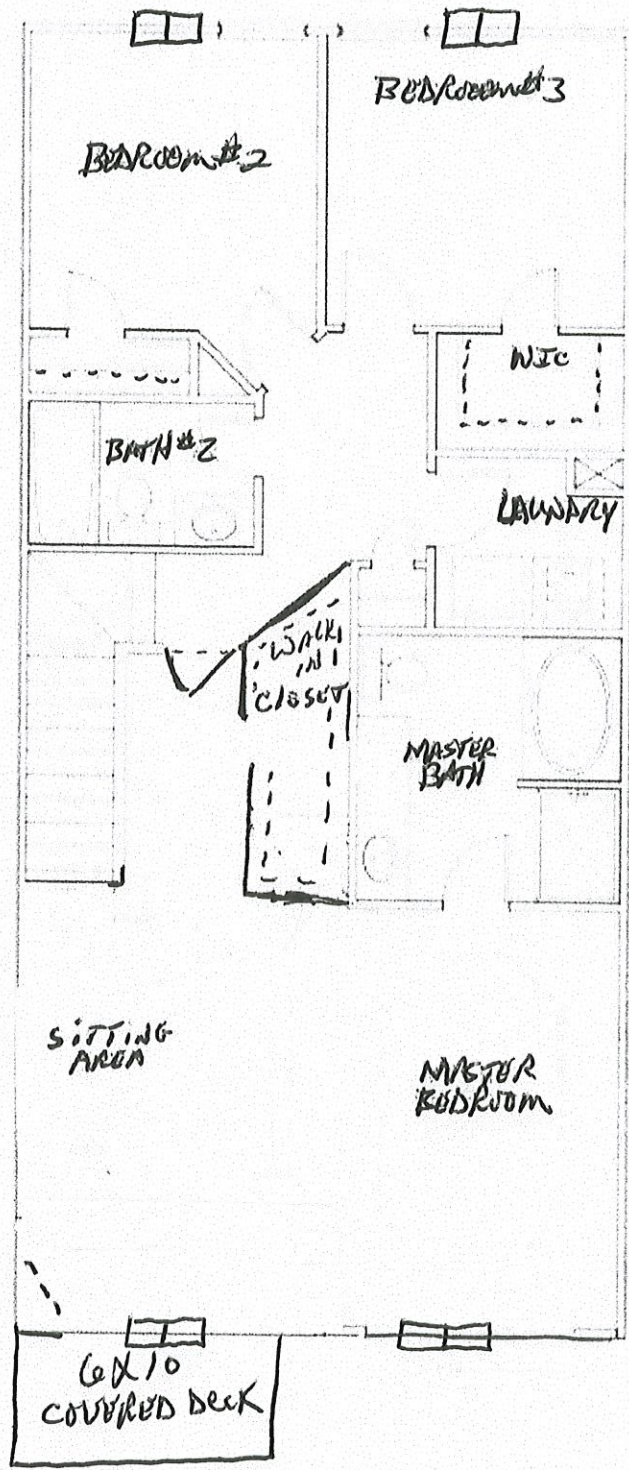
Second Floor - 2 Bedroom Option



2 MASTER BR  
OPTION

# 3 Bedroom PLAN

Second Floor - 3 Bedroom Option



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      *Scott Volk*        
Signature of Applicant

      10/15/2020        
Date