



**Historic Preservation**

**AGENDA**

**Tuesday, August 25, 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 -07/28/20

**IV. REQUESTS**

[1.](#) Request for COA for Addition - 700 S Madison Ave

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**VII. ADJOURNMENT**

Historic Preservation Commission  
Meeting Minutes  
July 28, 2020

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

Absent: None

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

Visitors: Charlie Brooks

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

Chairman Carrell entertained a motion for approval of the minutes from June 23, 2020 Meeting. Brassie made motion to approve. Alligood seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for a COA for petition # HP-000060-2020 at 221 W Highland Avenue. The request is from the owner, Charlie Brooks and is to place a storage building in back of house.

Mr. Brooks spoke to the request explaining the reason for the storage building. Storage for the house is currently under the house in a dirt cellar. They are wanting to have a place to store external to the house. A 12' x 16' standard shed to match the color of the house.

Brassie asked where it would be placed?

Brooks will be 16 ft off to the side of the house on a grassy area to the back edge of the concrete.

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

Chairman Carrell entertained a motion.

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

Old Business:

New Business: Alligood asked about Addison's Wonderland sign that has all the flowers on the wall around the sign. The flowers seemed to have faded on the wall. He asked if they could be asked to take them down.

Kelley stated it has to be maintained.

Brassie asked if it was on the original signage.

Kelley stated he would contact the business owner.

There was further discussion about training and notification of training. Also, discussion about the grant for the further study and survey that has to be done. The grant was denied. Survey needs to be done every 10 to 15 years. It is now due.

Chairman Carroll entertained a motion to adjourn.

Alligood made a motion to adjourn. Brown second.  
Meeting adjourned at 6:10his pm



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

# Plan Report

Plan NO.: HP-000062-2020

Plan Type: Historic Preservation

Work Classification: Certificate of Appropriateness

Plan Status: In Review

Apply Date: 08/17/2020

**Expiration:**

**Location Address**

**Parcel Number**

700 S MADISON AVE, MONROE, GA 30655

M0190084A00

**Contacts**

FAITH IN SERVING HUMANITY INC  
PO BOX 1838 PO BOX 1838, MONROE, GA 30655  
(770)207-4357

**Owner**

Garland & Associates Contractors  
1020 Garland DR Ste 400, Bogart, GA 30622  
(770)725-9000

**Applicant**

greg@garlandconstruction.com

**Description:** REQUEST FOR COA FOR NEW BUILDING - HPC MTG 8/25/2020 @ 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>
Credit Card	\$10.00
<b>Amount Due:</b>	<b>\$0.00</b>

Condition Name

Description

Comments

Issued By:

August 17, 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.

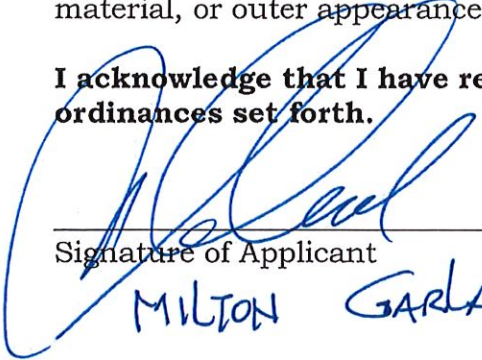
[Sec. 8-4-2(f)]

“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  
 MILTON GARLAND

8-17-2020  
 \_\_\_\_\_  
 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: 8-14-20

APPLICANT: Garland Contractors

APPLICANT'S ADDRESS: 1020 GARLAND DR. Suite 400  
BOGART, GA 30622

TELEPHONE NUMBER: 770-725-9000

PROPERTY OWNER: FAITH IN SERVING HUMANITY INC

OWNER'S ADDRESS: 700 S. MADISON AVE  
MONROE, GA 30655

TELEPHONE NUMBER: 770-207-4357

PROJECT ADDRESS: 700 S. MADISON AVE  
MONROE, GA 30655

Brief description of project: Please see separate page

(Continue on separate sheet, if necessary.)

Applicant

Revised 6/29/17

MILTON GARLAND

Date


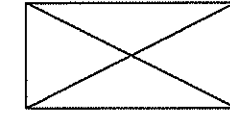
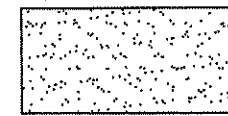
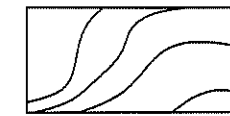
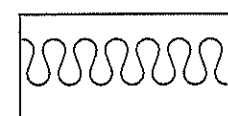

8-17-2020

We will add a new 4" reinforced concrete slab and install wood frame walls at existing shed. This will include fiber cement lap siding while keeping the existing metal roof. This will stand as a dry storage area while matching the existing building.

We will also add a freezer enclosure with a new concrete pad as per plans and install wood frame freezer enclosure using fiber cement lap siding to also match the existing building. This will have a shingle roof matching all buildings. There will be a concrete ramp as needed with an 8' x 8' rolling service door.



**MATERIALS LEGEND**

-  CONCRETE
-  LUMBER (ROUGH)
-  E.I.F.S.
-  LUMBER (FINISHED)
-  INSULATION (BATT, LOOSE OR FRICTION)
-  PLYWOOD

**GENERAL NOTES:**

1. CONTRACTOR TO VERIFY ALL DIMENSIONS WITH ENGINEER BEFORE BEGINNING CONSTRUCTION.
2. ANY CONFLICTS FOUND BETWEEN THE PLANS, DETAILS, AND SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER IMMEDIATELY BY THE CONTRACTOR.
3. THE CONTRACTOR SHALL CONFORM TO AND ABIDE BY ALL LOCAL, STATE, & NATIONAL CODES THAT HAS JURISDICTION OVER THIS PROJECT. ALL CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER IMMEDIATELY BY THE CONTRACTOR.
4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR BRACING AND SHORING OF THE STRUCTURE DURING CONSTRUCTION TO ENSURE STABILITY.
5. CONCRETE TEST REPORTS WILL BE AVAILABLE ON JOB FOR REVIEW.
6. REQUIRED SOIL BEARING CAPACITY SHALL BE VERIFIED AT SITE.
7. CONTRACTOR TO BE RESPONSIBLE FOR COMPLYING WITH ALL ACCESSIBILITY REQUIREMENTS.
8. CONTRACTOR IS RESPONSIBLE FOR ALL PERMITS AND INSPECTIONS REQUIRED FOR CONSTRUCTION, AND SHALL PAY ALL APPLICATION FEES.
9. MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS WILL BE PROVIDED BY THE TRADE SUBCONTRACTORS.
10. PLUMBING, HVAC, AND ELECTRICAL SUBCONTRACTORS SHALL PERMIT AFFIDAVITS FOR EACH BUILDING PERMIT PRIOR TO INSPECTIONS.

**PROJECT INFORMATION**

CODE JURISDICTION: MONROE, GEORGIA  
BUILDING SHALL BE IN COMPLIANCE WITH THE FOLLOWING CODES:

**CONSTRUCTION CODES**  
2012 GA STATE MINIMUM BUILDING CODE WITH AMENDMENTS  
2011 GA STATE MINIMUM NATIONAL ELECTRICAL CODE

**FIRE CODES**  
2012 GA STATE MINIMUM INTERNATIONAL FIRE PREVENTION CODE WITH AMENDMENTS  
2000 NFPA 101 LIFE SAFETY CODE GA 120-3-20A WITH AMENDMENTS

OCCUPANCY GROUP : MODERATE-HAZARD STORAGE S-1

AREA SUMMARY :  
DRY STORAGE: 737 SQ. FT.  
FREEZER: 1,373 SQ. FT.  
TOTAL: 2,110 SQ. FT.

TYPE OF CONSTRUCTION: VB UN-SPRINKLED  
NUMBER OF STORIES IN BUILDING : ONE

BUILDING LOADS:  
PER 2018 INTERNATIONAL BUILDING CODE, SECTION 1603  
ROOF LIVE LOAD: 20 PSF  
GROUND SNOW LOAD: 5 PSF  
BASIC WIND SPEED: 115 MPH

SEISMIC DESIGN DATA:  
SITE CLASS: D  
Ss: 30.0%  
SI: 12.0% GRAVITY

**SCHEDULE OF DRAWINGS**

SHEET NUMBER	DRAWING TITLE	RELEASE DATE	REV. No.	REVISION DATE
T1.1	TITLE SHEET	08-05-20		
SP1.1	ARCHITECTURAL SITE PLAN	08-05-20		
STRUCTURAL DRAWINGS				
S1.1	FOUNDATION PLAN	08-05-20		
ARCHITECTURAL DRAWINGS				
A1.1	FLOOR PLAN	08-05-20		
A2.1	EXTERIOR ELEVATIONS	08-05-20		
A3.1	BUILDING SECTION	08-05-20		
ELECTRICAL DRAWINGS				
E1.1	ELECTRICAL PLAN	08-05-20		

**SCHEDULE OF REVISIONS**

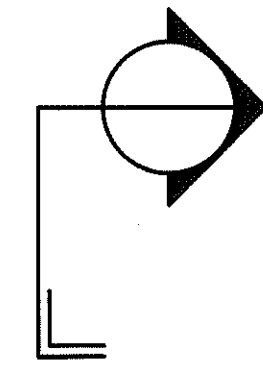
REVISION NUMBER	DESCRIPTION	SHEETS

**OWNER**

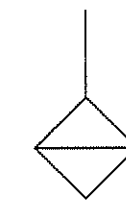
FAITH IN SERVING HUMANITY INC.  
700 S. MADISON AVE.  
MONROE, GA 30655  
(770) 207-4357

**CONSULTANTS**

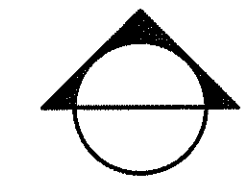
ELECTRICAL CONSULTANT:  
ADAM BROWN  
A.C. ELECTRICAL INC.  
LIC. No. EN211479  
1090 PLEASANT VALLEY ROAD  
MONROE, GA 30655  
PH: 404.787.4662



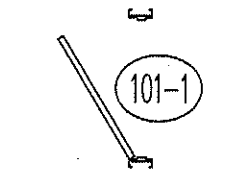
SECTION



WALL TYPE



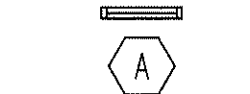
ELEVATION



DOOR TAG



ROOM TAG



WINDOW TAG

**24 HOUR CONTACT**

MILTON GARLAND  
706-340-6113

Approval of plans and specifications evidences only a review of submitted and authorization to proceed as directed based on the plans and specifications submitted. Approval is not a certification of compliance nor a waiver or estoppel under the City of Monroe Zoning Ordinance and Development Regulations. Applicant remains solely responsible for complying with all City Building Codes, Zoning Regulations and Development Regulations.

APPROVED

8-12-2020  
*[Signature]*

Approval of set requirements evidences only a review of submitted and authorization to proceed as directed. Approval is not a certification of compliance nor a waiver or estoppel under the City of Monroe Zoning Ordinance and Development Regulations. Proper location of buildings and development structures in regard to property lines, easements, and subject to the requirements of the Zoning and Development Regulations.

Maintenance statement: Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.

\*The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to, or concurrent with, land-disturbing activities.\*

**DRY AND FREEZER STORAGE  
FOR  
FAITH IN SERVING HUMANITY INC.  
700 S. MADISON AVE.  
MONROE, GA 30655**

**Garland & Associates Contractors, Inc.**  
GENERAL CONTRACTORS  
1040 Garland Dr. - Suite 100  
Bogart, GA 30622  
www.garland-associates.com  
Commercial · Industrial · Design/Build  
Phone: 770-725-9000  
Fax: 770-725-8900

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NO SEAL REQUIRED PER O.C.G. 43-4-14

DATE	ISSUED FOR
08-05-20	ISSUED FOR PERMIT
07-09-20	ISSUED FOR CLIENT REVIEW

MK	DATE	SUBMITTAL/REVISION

**DRY AND FREEZER STORAGE**  
  
FOR:  
FAITH IN SERVING HUMANITY INC.  
  
700 S. MADISON AVE.  
MONROE, GA 30655

SHEET TITLE  
TITLE SHEET

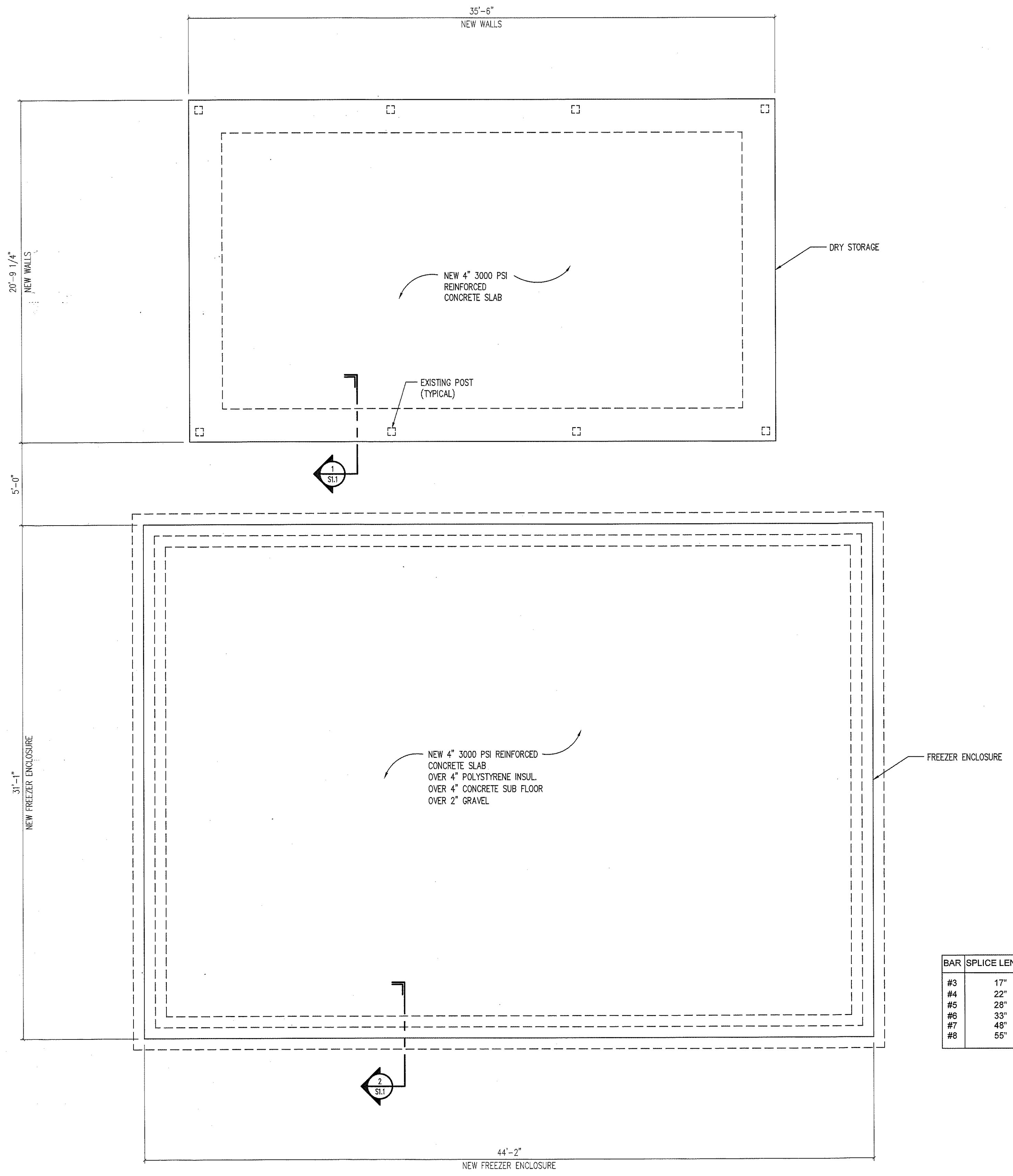
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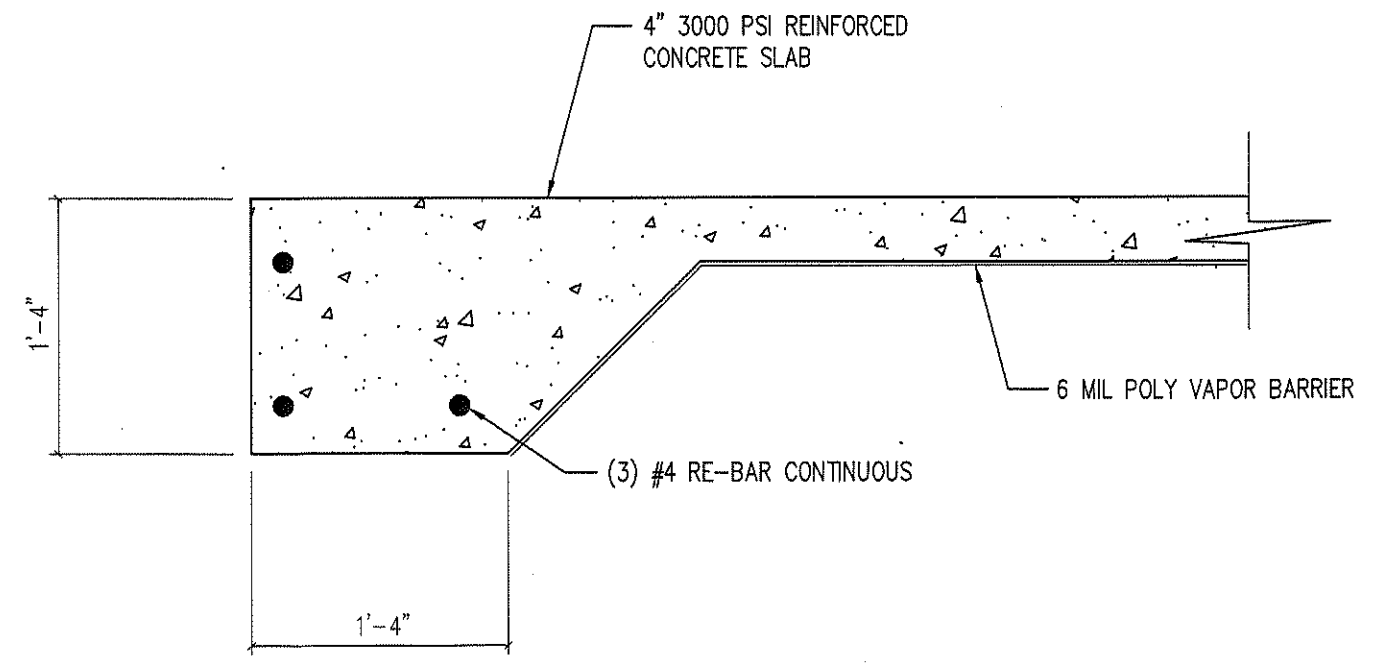
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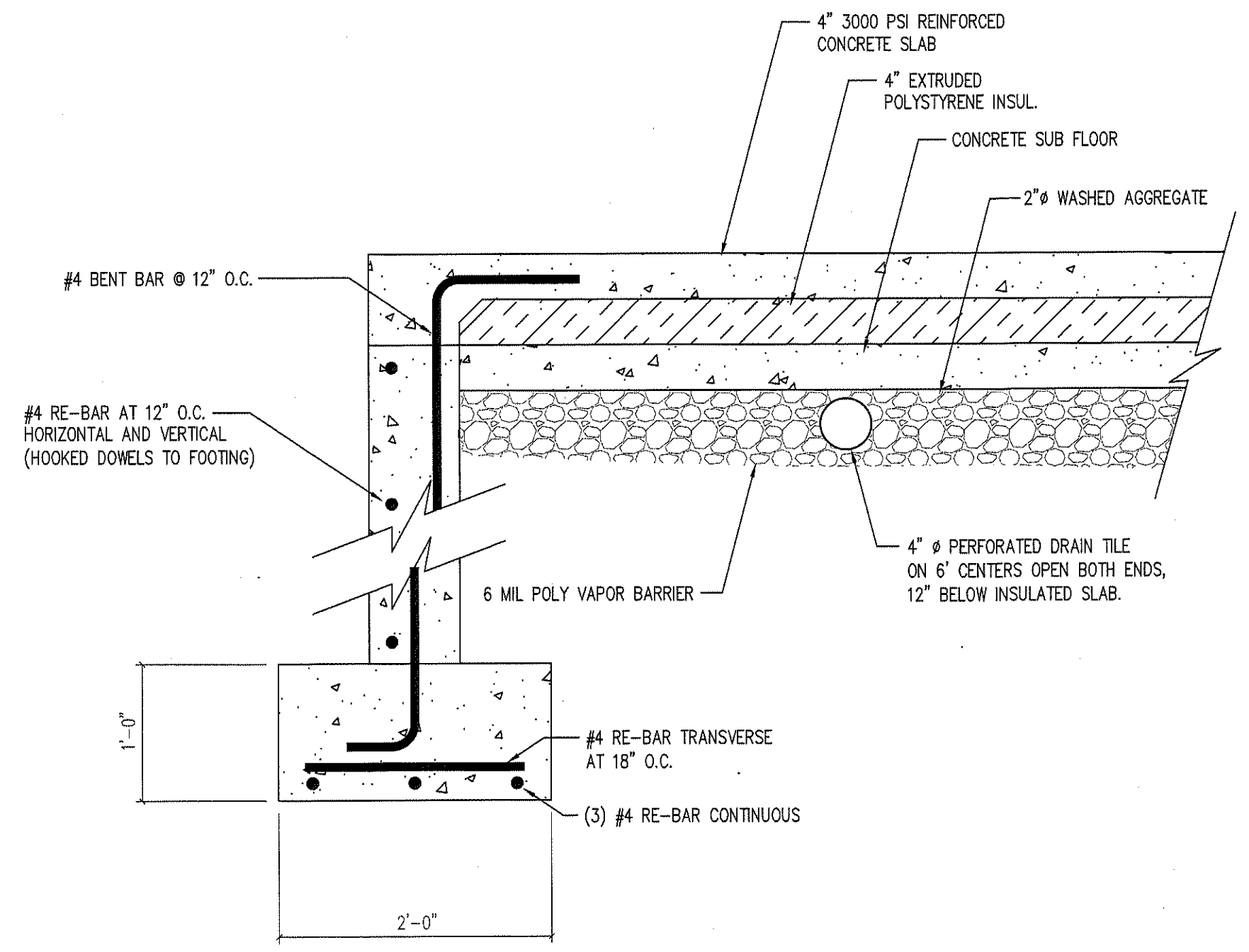




**FOUNDATION PLAN**  
SCALE: 1/4" = 1'-0"



**SECTION 1**  
SCALE: 1" = 1'-0"



**SECTION 2**  
SCALE: 1" = 1'-0"

BAR	SPLICE LENGTH
#3	17"
#4	22"
#5	28"
#6	33"
#7	48"
#8	55"

**Garland**  
& Associates Contractors, Inc.  
GENERAL CONTRACTORS  
1040 Garland Dr. - Suite 100  
Bogart, GA 30622  
www.garland-associates.com

Phone: 770-725-9000  
Fax: 770-725-8900

Commercial · Industrial · Design/Build

NO SEAL  
REQUIRED  
PER O.C.G.  
43-4-14

MK	DATE	SUBMITTAL/REVISION
	08-05-20	ISSUED FOR PERMIT
	07-09-20	ISSUED FOR CLIENT REVIEW

**DRY AND FREEZER STORAGE**

FOR:  
**FAITH IN SERVING HUMANITY INC.**  
700 S. MADISON AVE.  
MONROE, GA 30655

SHEET TITLE  
**FOUNDATION PLAN**

PROJECT NUMBER

SHEET NUMBER  
**S1.1**

OF







