



## Historic Preservation Commission Meeting

### AGENDA

Tuesday, June 25, 2024  
6:00 PM  
215 N. Broad St. - City Hall

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I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF AGENDA**

IV. **MINUTES OF PREVIOUS MEETING**

[1.](#) Previous Minutes 5-28-2024

V. **OLD BUSINESS**

[1.](#) Request for COA - 244 Boulevard - Fence

VI. **NEW BUSINESS**

[1.](#) Request for COA - 127 N. Lumpkin St. - Signage

[2.](#) Request for COA - 110 Court St - Signage

[3.](#) Request for COA - 104 Norris St - Fence

VII. **ADJOURNMENT**

Historic Preservation Commission  
Meeting Minutes  
Regular Meeting—May 28, 2024—DRAFT

- Present: Elizabeth Jones, Marc Hammes, Jane Camp, Laura Powell, Chuck Bradley
- Absent: None
- Staff: Brad Callender, Director of Planning & Development  
Laura Wilson, Code Admin
- Visitors: Chad Draper, Scott & Gail Cochran

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

Chairman Jones: Thank you to Fay Brassie for her years of dedicated service to the City of Monroe and the Historic Preservation Commission and a welcome to Chuck Bradley for joining the Commission

Motion to move and approve moving 116 S. Broad to the first time under new business because it is the same application as 208 S. Broad under old business

Motion Camp, Second Hammes  
Motion carried

Chairman Jones asked if there were any changes or corrections to the April 23, 2024 minutes. To approve minutes as submitted.

Motion by Hammes, Second by Powell  
Motion carried (Bradely abstained)

Old Business:

**The First item of Old Business:** an update on the request COA #2765, a request for façade improvements at 208 S. Broad St. The applicant Chad Draper spoke in favor of the project. The project is a 17,000 sq ft mixed use development and the applicant will be applying for historic preservation tax credits through Georgia DCA and National Park Service. All of the work will have to be approved by those organizations as well. The drawings presented are conceptual. The state made several interior and exterior changes including but not limited to:

- The front window will be alter to look more like a historic roll up door
- Awnings on north side of the building only
- Painted signage
- Replacement windows on the west elevation 6/6
- Other changes include paintings, hiding interior and exterior mechanical equipment, doors on the interior

Commissioner Bradley: What businesses will be going in?  
Draper: a brewery on the top floor; the bottom is still speculative—hoping for a restaurant

New Business:

**The First Item of New Business:** Request for COA #3199, a request for exterior changes at 116 S. Broad St. for the former police station. The exterior changes include signage, basic maintenance such as rot repair, and



reopening window spaces that have been bricked up. An extra exterior door may also be added for egress purposes. The interior has been demolished.

Commissioner Powell: What businesses will go in here?  
Draper: Not sure yet

Chairman Jones: Will this be a state project?  
Draper: Not sure yet

Chairman Jones: Any questions from the public? No

Motion to approve as submitted

Motion by Hammes, Second by Camp  
Motion carried

**The Second Item of New Business:** Request for COA #3197, a request for an accessory structure at 716 E. Church St. The house is on the corner of E. Church St. and Pine Park. The applicant would like to add an additional garage spaced attached to an existing pavilion. The structure will be built on an existing concrete pad. It will be similar in design and materials and be attached to the existing pavilion via a breezeway. The applicant Scott Cochran spoke in favor of the project.

Chairman Jones: Any questions from the public? No

Motion to approve as submitted

Motion by Powell, Second by Bradley  
Motion carried

**The Third Item of New Business:** Request for COA #3198, a request for a monument sign at 314 S. Wayne St. The structure was recently renovated and now houses three commercial businesses. The sign will be located about halfway between the road and the front of the house; the current mailbox will be moved. The applicant and owner Brittany Holcombe spoke in favor of the project.

Chairmen Jones read a passage from the Preservation Primer (page 50) regarding the adaptive reuse of houses and proper location and size of signage. We are concerned about the size of the sign in relation of the house.

Commissioner Bradely: There are some examples along Madison and Milledge that are not so overwhelming; could be reduced to 4-5 feet tall like those along N. Broad St.

Commissioner Powell: The sign seems too large for the space given its proximity to the road. I like the design of the sign but it is too large.

Chairman Jones: Any questions from the public? No

Motion to approve sign no larger than 5 feet tall and 4 feet wide

Motion by Hammes, Second by Camp  
Motion carried

**The Fourth Item of New Business:** Request for COA #3196, a request for a fence at 244 Boulevard. Due to an emergency the applicant was unable to be at the meeting.

Motion to table to the June 25<sup>th</sup> meeting

Motion by Powell, Second by Camp  
Motion carried

Motion to adjourn

Motion by Camp, Second by Hammes  
Motion carried

Adjourned at 6:28 pm



# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

|                      |                                      |              |                       |
|----------------------|--------------------------------------|--------------|-----------------------|
| PERMIT #:            | 3196                                 | DESCRIPTION: | HISTORIC PRESERVATION |
| JOB ADDRESS:         | 244 BOULEVARD                        | LOT #:       |                       |
| PARCEL ID:           | M0180133                             | BLK #:       |                       |
| SUBDIVISION:         |                                      | ZONING:      | R-1                   |
| ISSUED TO:           | HANNAH SMITH                         | CONTRACTOR:  | HANNAH SMITH          |
| ADDRESS:             | 244 BOULEVARD                        | PHONE:       |                       |
| CITY, STATE ZIP:     | MONROE GA 30655                      | OWNER:       |                       |
| PHONE:               |                                      | PHONE:       |                       |
| PROP.USE:            | RESIDENTIAL                          | DATE ISSUED: | 5/21/2024             |
| VALUATION:           | \$ 0.00                              | EXPIRATION:  | 11/17/2024            |
| SQ FT:               | 0.00                                 |              |                       |
| OCCP TYPE:           |                                      |              |                       |
| CNST TYPE:           |                                      |              |                       |
| INSPECTION REQUESTS: | 770-207-4674<br>lwilson@monroega.gov |              |                       |

| FEE CODE         | DESCRIPTION                           | AMOUNT     |
|------------------|---------------------------------------|------------|
| COA-03           | Historic Preservation Regular Meeting | \$ 100.00  |
| <b>FEE TOTAL</b> |                                       | \$ 100.00  |
| <b>PAYMENTS</b>  |                                       | \$ -100.00 |
| <b>BALANCE</b>   |                                       | \$ 0.00    |

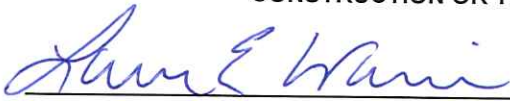
### NOTES:

The Historic Preservation Commission will hear your request for fencing at 244 Boulevard on May 28, 2024 at 6p.m. in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

**NOTICE**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 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 PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
\_\_\_\_\_  
(APPROVED BY)

5/21/24  
DATE



### Certificate of Appropriateness Application—Historic District

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within a Historic District are required to obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for proposed work that will result in material change in the appearance of the historic property, or of a structure, site, or work of art within a historic district.

Project Address: 244 Boulevard Parcel # MO180133

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: Hannah Smith

Address: 244 Boulevard, Monroe LA 70655

Telephone Number: 770 862 4636 Email Address: hannahscifi@gmail.com

|  |   |
|--|---|
| Applicant: <u>Hannah Smith</u>                 |   |
| Address: <u>244 Boulevard, Monroe GA 30655</u> |   |
| Telephone Number: <u>770 862 4636</u>          | Email Address: <u>hannahscifi@gmail.com</u> |

Estimated cost of project: \$ 2,600.00

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Map of the property showing existing buildings, roads, and walkways
- Map of the property showing the location and design of the proposed work
- Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- Architectural floorplans (new construction only)
- Written description of the project including proposed materials
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100 (Additional fees required for demolition)

RECEIVED  
# 3196

Please submit all application materials in hardcopy to the Code Department and digitally at [lwilson@monroega.gov](mailto:lwilson@monroega.gov)

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









DEPARTAMENTO  
Cemento en Bolsas y Más  
Partido para construcción de  
muros y cercos  
42" x 60"  
1.00 m de x 1.52 m  
12.5

24"

35"

57"

12.5

169"

169"

169"



1808 653 907  
**EVERBILT**  
**CHAIN LINK FABRIC**  
**TELA METALICA**  
PERFECT FOR USE FOR  
SAFETY SECURITY  
VISIBILITY & VENT  
Cada paquete por separado  
proteccion, control de acceso  
48 in x 50 ft  
2-3/8" MESH  
1.21 m de x 15.24 m  
MALLA 8' x 15'  
GALVANIZED  
Zincado





# 6 ft. H x 8 ft. W Pressure-Treated Pine Dog-Ear Fence Panel

★★★★☆ (994) ✓







# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

|                      |                                      |              |                              |
|----------------------|--------------------------------------|--------------|------------------------------|
| PERMIT #:            | 3255                                 | DESCRIPTION: | HISTORIC PRESERVATION - SIGN |
| JOB ADDRESS:         | 127 N LUMPKIN ST                     | LOT #:       |                              |
| PARCEL ID:           | M0140187B00                          | BLK #:       |                              |
| SUBDIVISION:         |                                      | ZONING:      | B-2                          |
| ISSUED TO:           | CHRIS COLLIN                         | CONTRACTOR:  | CHRIS COLLIN                 |
| ADDRESS:             | 614 ST IVES WALK                     | PHONE:       |                              |
| CITY, STATE ZIP:     | MONROE GA 30655                      | OWNER:       |                              |
| PHONE:               |                                      | PHONE:       |                              |
| PROP. USE:           | COMMERCIAL                           | DATE ISSUED: | 6/17/2024                    |
| VALUATION:           | \$ 2,500.00                          | EXPIRATION:  | 12/14/2024                   |
| SQ FT:               | 0.00                                 |              |                              |
| OCCP TYPE:           |                                      |              |                              |
| CNST TYPE:           |                                      |              |                              |
| INSPECTION REQUESTS: | 770-207-4674<br>lwilson@monroega.gov |              |                              |

| FEE CODE         | DESCRIPTION                           | AMOUNT     |
|------------------|---------------------------------------|------------|
| COA-03           | Historic Preservation Regular Meeting | \$ 100.00  |
| <b>FEE TOTAL</b> |                                       | \$ 100.00  |
| <b>PAYMENTS</b>  |                                       | \$- 100.00 |
| <b>BALANCE</b>   |                                       | \$ 0.00    |


NOTES:

The Historic Preservation Commission will hear your request for signage at 127 N. Lumpkin St. on June 25, 2024 at 6p.m. in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

**NOTICE**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 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 PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
\_\_\_\_\_  
(APPROVED BY)

6/20/24  
DATE



### Certificate of Appropriateness Application—Historic District

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within a Historic District are required to obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for proposed work that will result in material change in the appearance of the historic property, or of a structure, site, or work of art within a historic district.

Project Address: 127 N Lumpkin Street Monroe GA 30655 Parcel # M0140187B00

Project Type (circle): New Construction, Renovation of Existing Structure, **Signage**, Demolition

Property Owner: Chris Collin

Address: 127 N Lumpkin Street Monroe GA

Telephone Number: 6789394702 Email Address: Chris@LRGRP.com

|                   |  |                |                 |
|-------------------|--|----------------|-----------------|
| Applicant:        | Strange Taco Monroe LLC                  |                |                 |
| Address:          | 127 North Lumpkin Street Monroe GA 30655 |                |                 |
| Telephone Number: | 678-939-4702                             | Email Address: | chris@LRGRP.com |

Estimated cost of project: \$2500.00

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Map of the property showing existing buildings, roads, and walkways
- Map of the property showing the location and design of the proposed work
- Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- Architectural floorplans (new construction only)
- Written description of the project including proposed materials
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100 (Additional fees required for demolition)

Please submit all application materials in hardcopy to the Code Department and digitally at [lwilson@monroega.gov](mailto:lwilson@monroega.gov)

5-13-2024

Signature of Applicant

Date

13

STRANGE  
TACO BAR

HIGH VOLTAGE  
wings

15'10" x 5'6"







# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

|                      |                                      |              |                              |
|----------------------|--------------------------------------|--------------|------------------------------|
| PERMIT #:            | 3257                                 | DESCRIPTION: | HISTORIC PRESERVATION - SIGN |
| JOB ADDRESS:         | 110 COURT ST                         | LOT #:       | 65                           |
| PARCEL ID:           | M0140146                             | BLK #:       |                              |
| SUBDIVISION:         |                                      | ZONING:      |                              |
| ISSUED TO:           | ROSENTHAL WRIGHT LLC                 | CONTRACTOR:  | ROSENTHAL WRIGHT LLC         |
| ADDRESS:             | 110 COURT ST                         | PHONE:       |                              |
| CITY, STATE ZIP:     | MONROE GA 30655                      | OWNER:       |                              |
| PHONE:               |                                      | PHONE:       |                              |
| PROP.USE:            | COMMERCIAL                           | DATE ISSUED: | 6/17/2024                    |
| VALUATION:           | \$ 2,000.00                          | EXPIRATION:  | 12/14/2024                   |
| SQ FT:               | 0.00                                 |              |                              |
| OCCP TYPE:           |                                      |              |                              |
| CNST TYPE:           |                                      |              |                              |
| INSPECTION REQUESTS: | 770-207-4674<br>lwilson@monroega.gov |              |                              |

| FEE CODE         | DESCRIPTION                           | AMOUNT     |
|------------------|---------------------------------------|------------|
| COA-03           | Historic Preservation Regular Meeting | \$ 100.00  |
| <b>FEE TOTAL</b> |                                       | \$ 100.00  |
| <b>PAYMENTS</b>  |                                       | \$- 100.00 |
| <b>BALANCE</b>   |                                       | \$ 0.00    |

### NOTES:

The Historic Preservation Commission will hear your request for signage at 110 Court St. on June 25, 2024 at 6p.m. in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

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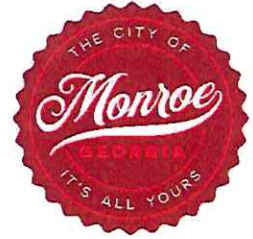
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\_\_\_\_\_  
(APPROVED BY)

6/20/24  
DATE

### Certificate of Appropriateness Application—Historic District

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Project Address: 110 Court Street Parcel # M0140146

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: Paul L. Rosenthal

Address: 110 Court Street; PO Box 926, Monroe, GA 30655

Telephone Number: 770-267-2894 Email Address: paul@rosenthalwright.com

|  |  |
|--|--|
| Applicant: <u>Rosenthal Wright, LLC</u>            |  |
| Address: <u>110 Court Street, Monroe, GA 30655</u> |  |
| Telephone Number: <u>770-267-2894</u>              | Email Address: <u>paul@rosenthalwright.com</u> |

Estimated cost of project: \$2000.00

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Map of the property showing existing buildings, roads, and walkways
- Map of the property showing the location and design of the proposed work
- Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- Architectural floorplans (new construction only)
- Written description of the project including proposed materials
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100 (Additional fees required for demolition)

RECEIVED  
#3257

Please submit all application materials in hardcopy to the Code Department and digitally at [lwilson@monroega.gov](mailto:lwilson@monroega.gov)

[Handwritten Signature]  
Signature of Applicant

5/1/24  
Date



24 in

16 in

ROSENTHAL WRIGHT  
ATTORNEYS AT LAW

110  
COURT STREET

**AMERICAN  
CAST BRONZE PLAQUES**

1-844-9-BRONZE 1-844-927-6693  
www.AmericanCastBronzePlaques.com  
Sales@AmericanCBP.com



Order Number: TBD

Company:

Contact:  
Paul Rosenthal

Composition: Aluminum  
Dimensions: 16" x 24"  
Border: Bevel  
Background: Black  
Texture: Leatherette  
Finish: Semi Gloss  
Mounting: TBD  
Rosettes:  
Details:

Shipping: \$65.00  
Price: 1325.00

- ➔ Please review proof carefully. Check that all spelling, punctuation, horizontal & vertical centering, and layout is correct prior to approval. Customer provided layouts may have been altered, so please be sure to double check.
- ➔ Although we do not charge for most initial proofs, the cost of this proof is equal to 10% of the order price. Requesting changes to this proof constitutes acknowledgement of the plaque cost, as well as confirmation that an order will be placed.
- ➔ Once payment is made, the customer owns the proof and design. Prior to payment, American Cast Bronze Plaques owns this proof and design and this proof may not be shared with any other business for the purpose of copying or replicating.
- ➔ Customer acknowledges and agrees that American Cast Bronze Plaques may request 10% proof payment if our copyright is violated.









# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

|                      |                                      |              |                               |
|----------------------|--------------------------------------|--------------|-------------------------------|
| PERMIT #:            | 3258                                 | DESCRIPTION: | HISTORIC PRESERVATION - fence |
| JOB ADDRESS:         | 104 NORRIS ST                        | LOT #:       |                               |
| PARCEL ID:           | M0190075                             | BLK #:       |                               |
| SUBDIVISION:         |                                      | ZONING:      | R-2                           |
| ISSUED TO:           | JACOB DOSTER                         | CONTRACTOR:  | JACOB DOSTER                  |
| ADDRESS:             | 104 NORRIS ST                        | PHONE:       |                               |
| CITY, STATE ZIP:     | MONROE GA 30655                      | OWNER:       |                               |
| PHONE:               |                                      | PHONE:       |                               |
| PROP.USE:            | RESIDENTIAL                          | DATE ISSUED: | 6/17/2024                     |
| VALUATION:           | \$ 4,000.00                          | EXPIRATION:  | 12/14/2024                    |
| SQ FT:               | 0.00                                 |              |                               |
| OCCP TYPE:           |                                      |              |                               |
| CNST TYPE:           |                                      |              |                               |
| INSPECTION REQUESTS: | 770-207-4674<br>lwilson@monroega.gov |              |                               |

| FEE CODE         | DESCRIPTION                           | AMOUNT     |
|------------------|---------------------------------------|------------|
| COA-03           | Historic Preservation Regular Meeting | \$ 100.00  |
| <b>FEE TOTAL</b> |                                       | \$ 100.00  |
| <b>PAYMENTS</b>  |                                       | \$- 100.00 |
| <b>BALANCE</b>   |                                       | \$ 0.00    |

NOTES:

The Historic Preservation Commission will hear your request for a fence at 104 Norris St. on June 25, 2024 at 6p.m. in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

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*Sam E. Harris*  
(APPROVED BY)

6/20/24  
DATE



Certificate of Appropriateness Application—Historic District

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Project Address: 104 Norris St Monroe, GA 30655 Parcel # \_\_\_\_\_

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: Jacob Doster

Address: 104 Norris St Monroe, GA 30655

Telephone Number: 706-372-7410 Email Address: jacobdoster78@gmail.com

|  |   |
|--|---|
| Applicant: <u>Jacob Doster</u>                 |   |
| Address: <u>104 Norris St Monroe, GA 30655</u> |   |
| Telephone Number: <u>706-372-7410</u>          | Email Address: <u>jacobdoster78@gmail.com</u> |

Estimated cost of project: \$4000

Please submit the following items with your application:

- \_\_\_\_ Photographs of existing condition of the property to show all areas affected
- \_\_\_\_ Map of the property showing existing buildings, roads, and walkways
- \_\_\_\_ Map of the property showing the location and design of the proposed work
- \_\_\_\_ Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- \_\_\_\_ Architectural floorplans (new construction only)
- \_\_\_\_ Written description of the project including proposed materials
- \_\_\_\_ Owner authorization statement, if applicant is not the property owner
- \_\_\_\_ Application Fee \$100 (Additional fees required for demolition)

RECEIVED #3058

Please submit all application materials in hardcopy to the Code Department and digitally at [lwilson@monroega.gov](mailto:lwilson@monroega.gov)

Jacob Doster

Signature of Applicant

Date















NORRIS ST

24

DUKE ST





