



Historic Preservation Meeting

AGENDA

Tuesday, July 22, 2025

6:00 PM

City Hall

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF AGENDA**

IV. **MINUTES OF PREVIOUS MEETING**

- [1.](#) Previous Minutes 5-27-2025

V. **OLD BUSINESS**

1. June Meeting - No Quorum Present

VI. **NEW BUSINESS**

- [1.](#) 307 Davis Street - Remodel & Exterior Renovation
[2.](#) 315 S. Madison - Office/Retail Space Renovation and Parking Lot
[3.](#) 313 S. Madison - Retail Space Renovation and Parking Lot

VII. **ADJOURNMENT**

HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
REGULAR MEETING—MAY 27, 2025

Present: Marc Hammes (acting Chair), Laura Powell, Chuck Bradley

Absent: Chairwoman Elizabeth Jones, Jane Camp

Staff: Brad Callender – City Planner

Visitors: Taylor Steele, Nelda Holley and Chanch Edwards

Meeting called to order at 6:00 p.m.

Mr. Hammes called for a motion to approve agenda as submitted,

Motion by Powell,
 Second by Bradley,
 Motion carried unanimously

Mr. Hammes asked if there were any changes or corrections to the April 22, 2025 minutes. Marc Hammes calls for a motion to approve the minutes as submitted,

Motion by Bradley,
 Second by Powell,
 Motion carried unanimously

Old Business: None

New Business:

The First Item of New Business: Request for COA – 301 N. Broad St. #3773 – A request to get the pool re-approved. It came before HPC in April of 2022 and was approved; however, there is only an 18-month window to conduct the improvements. They are back before you to seek re-approval. The request is for a beach entry, in-ground pool.

Mr. Hammes: Asked if the applicant was present. The applicant was present.

Taylor Steele, the owner of 301 N. Broad St. introduced himself.

Mr. Hammes asked if there were any questions. Mr. Bradley asked if the pool would be hidden.

Mr. Steele shared that bushes on both Broad and Walton make it where the pool is not seen.

Mr. Hammes called for a motion.

Motion to approve as presented,

Motion by Powell,
 Second by Bradley,
 Motion carried unanimously

The Second Item of New Business: Request for COA – 215 Walton St. #3789 - The proposal is for an addition to the rear, and a concrete grilling area. Mr. Edwards, with Nehemiah Construction, shared he was representing Mr. and Mrs. Holley. They want to add an addition to the back that would give them an ADA compliant bathroom that would allow Mr. Holley to move more freely through the

back of the house. All the siding will be removed and reused down the side, hardly any of the additions will be visible from the street, but will keep the same structure and look of the house. The only windows being added are little transom windows in the bathroom and beside the fireplace on the back side of the house. Shingles and paint will match the existing house. They are reusing the back door, and the other window will be repurposed on the side of the house. When you come off the steps there will be a small concrete landing area and then we will do a sidewalk to the existing driveway.

Mr. Bradley commented the historic double-hung windows should remain.

Mr. Edwards clarified the window on the side is not being moved. The only window being moved is the one in the back of the house and it will be repurposed and placed on the side of the house on the addition.

Mr. Hammes thanked Mr. Edwards for the clarification. Mr. Hammes asked if there were any other comments from the commission. There were none. Mr. Hammes asked if anyone from the public had any comments. There were none.

Mr. Hammes called for a motion.

Motion to approve as presented,

Motion by Powell,
Second by Bradley,
Motion carried unanimously

Mr. Hammes called for a motion to adjourn,

Motion by Powell,
Second by Bradley
Motion carried unanimously

Adjourned at 6:17 p.m.



CITY OF MONROE

#3900

4

HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION

REQUEST TYPE: New Development ☐ Renovation ☒ Signage ☐ Demolition ☐

HPC REQUEST LOCATION & DESCRIPTION:

Address: 307 DAVIS Street Parcel #: MO160127
Parcel Acreage/Square Feet: 9147 sq' Zoning: B-2

PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: Rivermeade Rentals LLC Phone #: 404-277-4661
Address: PO Box 391 City: Monroe State: Ga. Zip: 30655
Applicant (if not the owner): Robert Chancey Phone #: 404-309-3936
Address: 204 Felker Street City: Monroe State: Ga Zip: 30655

PROJECT INFORMATION:

Description of Project/Request: See attached letter
Estimated Cost of Project: \$70,000. -

REQUIRED SUBMITTAL ITEMS:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Completed Application | <input type="checkbox"/> Architectural Floor Plans (New Construction Only) |
| <input checked="" type="checkbox"/> Fee (\$100) | <input checked="" type="checkbox"/> Typed Detailed Description of the Request |
| <input type="checkbox"/> Survey Plat | <input type="checkbox"/> Owner Authorization, if applicant is not the owner |
| <input checked="" type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable | |
| <input type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable | |
| <input checked="" type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected | |

APPLICANT SIGNATURE & AFFIDAVIT:

I hereby certify that the above information is true and correct.

[Signature]
Signature of Applicant

Robert Chancey Jr
Print Name

6-6-2025
Date



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3900	DESCRIPTION:	HISTORIC PRESERVATION - 1,036 SQ.FT REMODEL AND EXTERIOR RENOVATION
JOB ADDRESS:	307 DAVIS ST	LOT #:	
PARCEL ID:	M0160127	BLK #:	
SUBDIVISION:		ZONING:	CD-4
ISSUED TO:	KNACK CONSTRUCTION LLC	CONTRACTOR:	Robert Chancey
ADDRESS:	10382 FIELDCREST DR	PHONE:	
CITY, STATE ZIP:	COVINGTON GA 30014	OWNER:	
PHONE:		PHONE:	
PROP. USE:		DATE ISSUED:	7/02/2025
VALUATION:	\$ 70,000.00	EXPIRATION:	12/29/2025
SQ FT:	1,036.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES: The Historic Preservation Commission will hear your request for a REMODEL & EXTERIOR RENOVATION at 307 DAVIS ST. on JULY 22, 2025 at 6pm 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.

Heather Brooklin
(APPROVED BY)

7/2/25
DATE

Robert Chancey

Phone: (404) 309-3936

Date: June 6, 2025

City of Monroe Building Department

Monroe, GA 30655

Subject: Application for Building Permit – 307 Davis St.

Dear Sir or Madam,

I am submitting this letter as part of my application for a building permit for the property located at 307 Davis Street, Monroe.

The scope of work includes the following:

- Complete removal of all existing siding, windows, doors, and roofing
- Installation of new HardieBacker siding and Cornish trim
- Refurbishment of the two existing diamond-shaped vents on the front façade
- Refurbishment of the existing transom window above the front door

All work will be completed in accordance with applicable building codes and regulations. Please find all required documentation attached, including the completed permit application and supporting materials.

If any further information or clarification is needed, feel free to contact me at (404) 309-3936.

Thank you for your time and consideration.

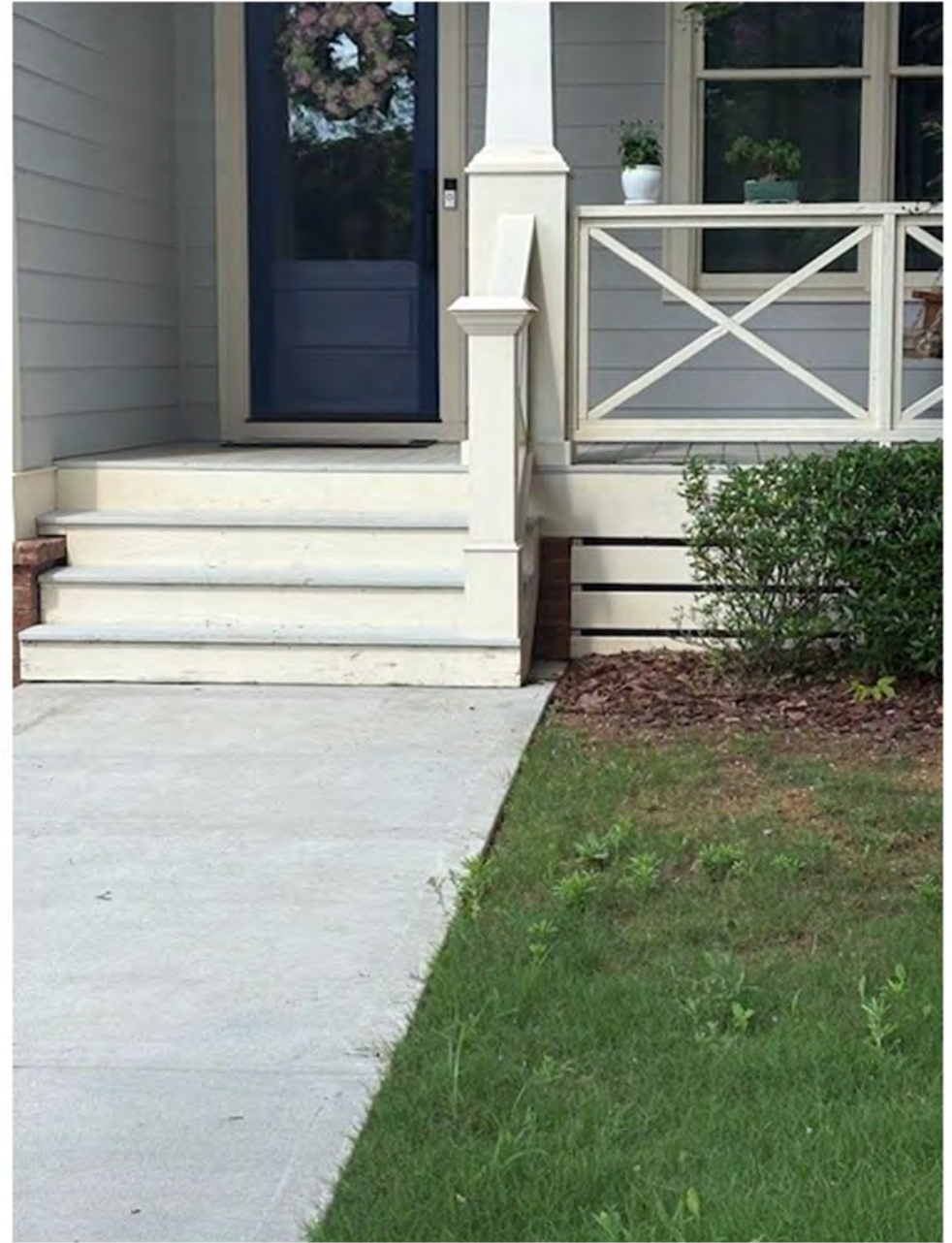
Sincerely,
Robert Chancey



EXISTING CONDITIONS



EXISTING CONDITIONS



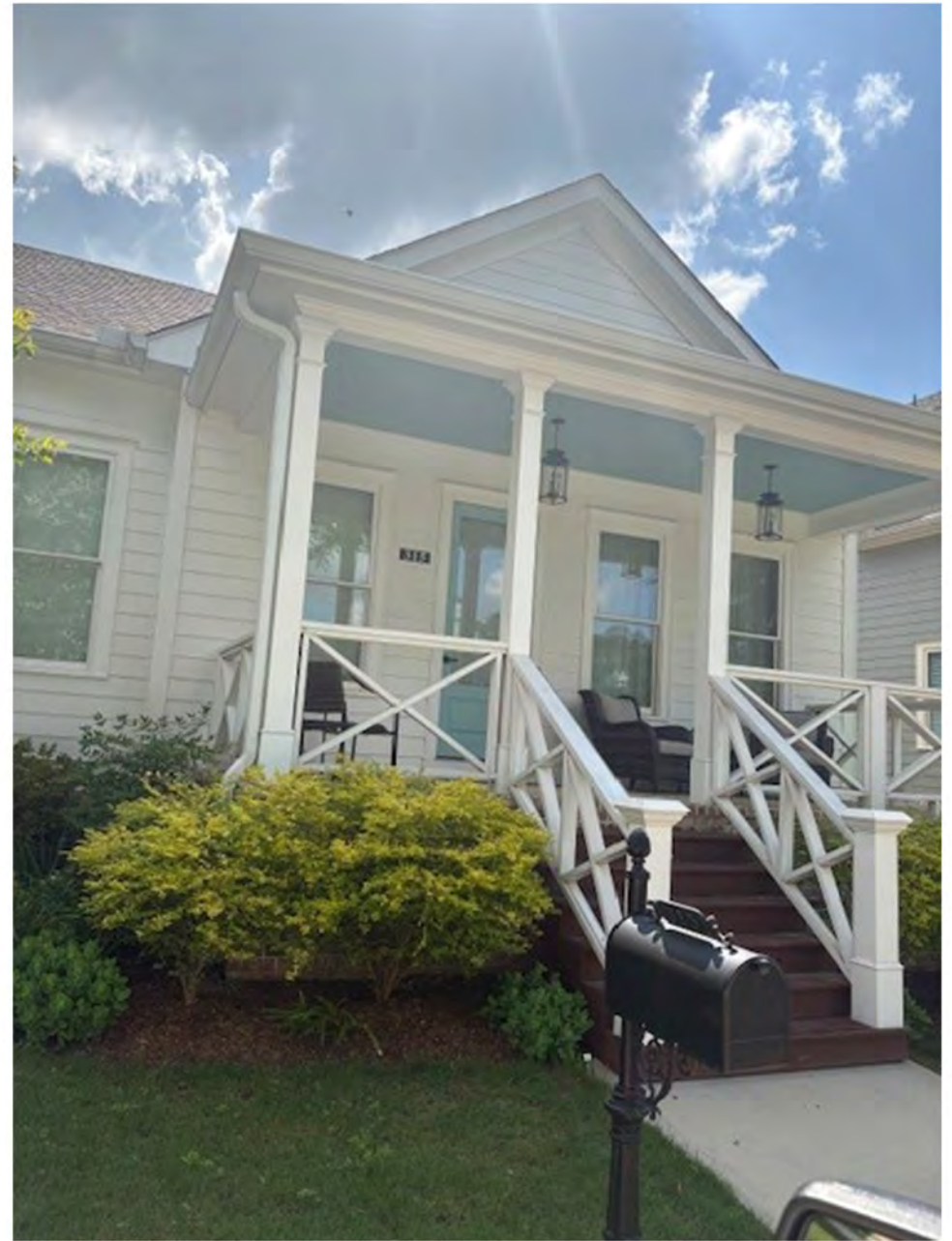
REPRESENTATIVE RENOVATIONS



REPRESENTATIVE RENOVATIONS



REPRESENTATIVE RENOVATIONS



REPRESENTATIVE RENOVATIONS



REPRESENTATIVE RENOVATIONS



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

REQUEST TYPE: New Development ☒ Renovation ☐ Signage ☐ Demolition ☐

HPC REQUEST LOCATION & DESCRIPTION:
Address: 315 S madison ave monroe Parcel #: MO160123
Parcel Acreage/Square Feet: 0.171 AC / 7449 SF ^{GA 30655} Zoning: CD-4

PROPERTY OWNER & APPLICANT INFORMATION:
Property Owner: Clairissa Pequignot Phone #: 770 354-9676
Address: 217 E morable City: monroe State: GA Zip: 30655
Applicant (if not the owner): _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFORMATION:
Description of Project/Request: Commercial office space +
adding parking lot
Estimated Cost of Project: 150K

REQUIRED SUBMITTAL ITEMS:

<input checked="" type="checkbox"/> Completed Application	<input checked="" type="checkbox"/> Architectural Floor Plans (New Construction Only)
<input checked="" type="checkbox"/> Fee (\$100)	<input checked="" type="checkbox"/> Typed Detailed Description of the Request
<input checked="" type="checkbox"/> Survey Plat	<input type="checkbox"/> Owner Authorization, if applicant is not the owner
<input checked="" type="checkbox"/> Façade/Building Elevations or Drawings (Signs) illustrating finished design in relation to the existing structure, including rooflines, if applicable	
<input checked="" type="checkbox"/> Map of the property showing existing buildings, streets, and walkways, including the location and design of the proposed work on the site, if applicable	
<input checked="" type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected	

APPLICANT SIGNATURE & AFFDAVIT:
I hereby certify that the above information is true and correct.

Clairissa Pequignot Clairissa Pequignot 6/30/25
Signature of Applicant Print Name Date



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3901	DESCRIPTION:	HISTORIC PRESERVATION- OFFICE/RETAIL SPACE RENOVATION & PARKING LOT
JOB ADDRESS:	315 S MADISON AVE	LOT #:	
PARCEL ID:	M0160123	BLK #:	
SUBDIVISION:		ZONING:	CD-4
ISSUED TO:	Clairissa Pequigot	CONTRACTOR:	Clairissa Pequigot
ADDRESS:	217 E Marable St	PHONE:	
CITY, STATE ZIP:	Monroe GA 30655	OWNER:	
PHONE:	770-354-9676	PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	7/02/2025
VALUATION:	\$ 150,000.00	EXPIRATION:	12/29/2025
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES: The Historic Preservation Commission will hear your request for a OFFICE/RETAIL SPACE RENOVATION & PARKING LOT at 315 S MADISON AVE. on JULY 22, 2025 at 6pm 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.

Heather Brooklyn
(APPROVED BY)

7/2/25
DATE

315 South Madison – Revised Description

Descriptions for photos provided for all outside features –

Photo 1- Front view of 315 South Madison-

Plans are to keep the porch, add steps, add a handicap ramp, add spindles and columns around the porch. Keeping the color white with black gutters. Not changing anything as far as roofline .

Also I would possibly like to add shaker shingles on the gables of 315 S Mad- see photo of 229 East Marable as an example -

Photo 2 – Front porch view-

Plans are to add spindles with a railing, columns around the front porch for support and safety.

Photo 3 – Stairs on front porch / handicap installation

Plans are to move these stairs if possible and add in the front door access handicap ramp.

Photo 4 – Front view of 315 South Madison-

Plans are to add steps for access to front door.

Photo 5 - Driveway -right side view – enter the parking area

Plans are to have this driveway be the way you enter the parking area.

Photo 6- Back door to conference room office-

Plans are to keep this door, and add steps to enter with safety railing.

Photo 7 – Lower level door- Handicap access

Plans are to have handicap access through this door to the bottom area. There is a handicap bathroom on the lower level.

Photo 8 – backview of 315 South Madison-

Plans are to have the handicap parking spot and access space right here behind the building- please see site plans for details.

Photo 9 – 2nd back view of 315 South Madison –

Plans are for parking lot to be behind the building- please see site plans for details.

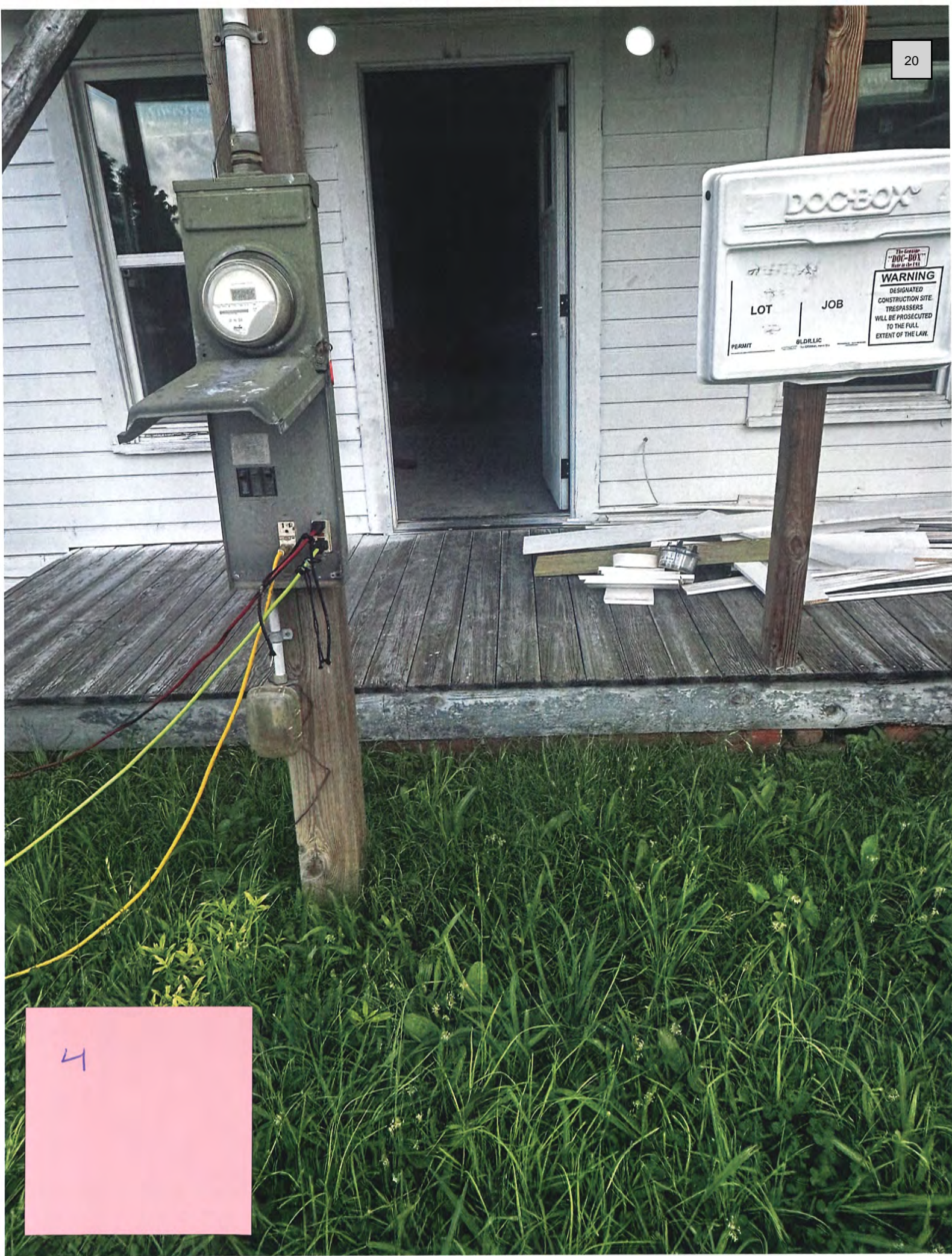
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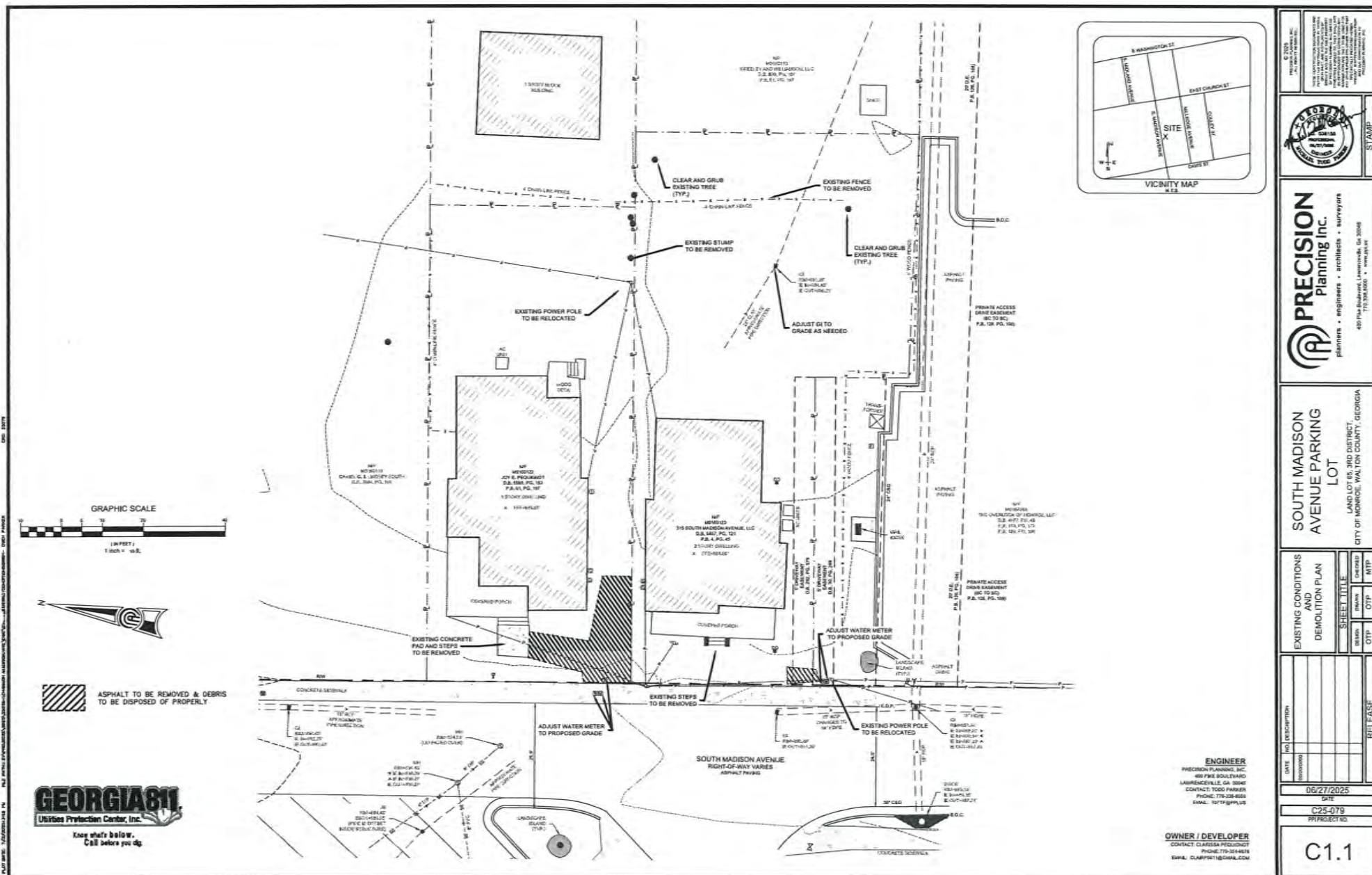
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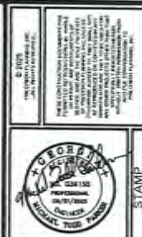
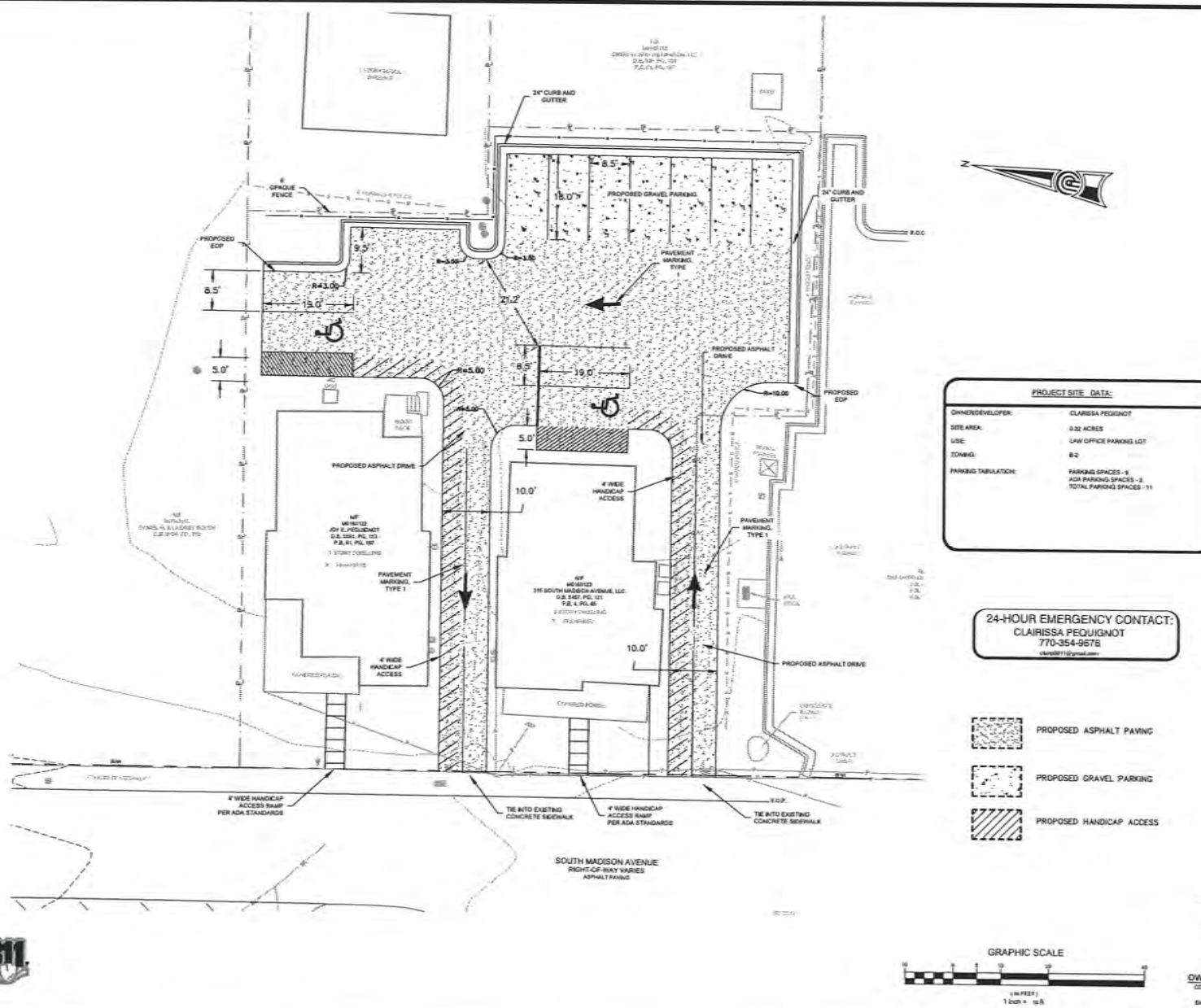


9

Representative Handicap ramp –







PRECISION
Planning Inc.
planners • engineers • architects • surveyors
400 Pine Boulevard, Lawrenceville, GA 30046
770.354.9400 • www.ppinc.com

SOUTH MADISON AVENUE PARKING LOT
LAND LOT 65, 3RD DISTRICT, CITY OF MORRIS, WALTON COUNTY, GEORGIA

DATE	NO.	DESCRIPTION	SHEET TITLE				RELEASE
			DATE	BY	CHKD	APPD	
06/24/2025							
C25-079							
PP PROJECT NO.							
C2.1							

REVISION	DATE	APPROVED	DESCRIPTION

MASON E. COUCH III
 BUILDING CONSULTANTS
 1400 DUNN LANE
 ATLANTA, GA 30309
 TEL: 404-525-1100 FAX: 404-525-1105

MEG
 ENGINEERING



RENOVATIONS FOR
 CLAIRISSA PEQUIGNOT
 ELEVATIONS
 315 S MADISON AVENUE
 WALTON COUNTY, GEORGIA 30655

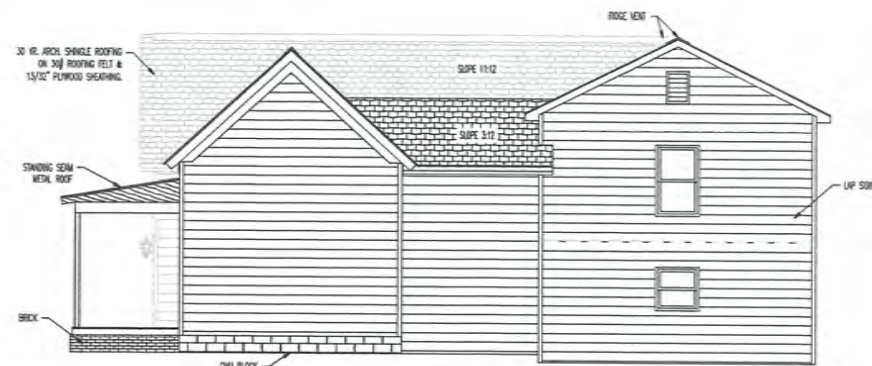
DESIGN	MES	12/18/24
DRAWN	CRM	12/18/24
CHECKED	BSR	12/18/24
DATE	12/18/24	
PROJECT #	0247015489	

SHEET

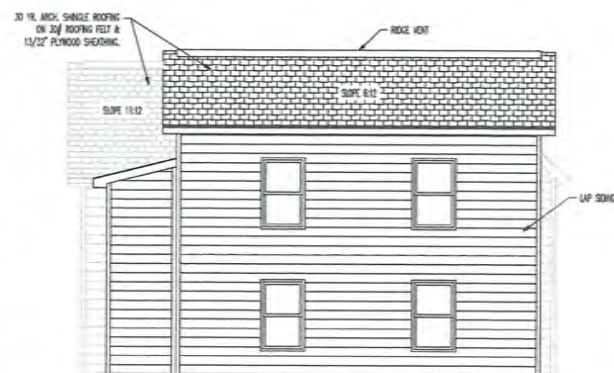
A3 OF 3



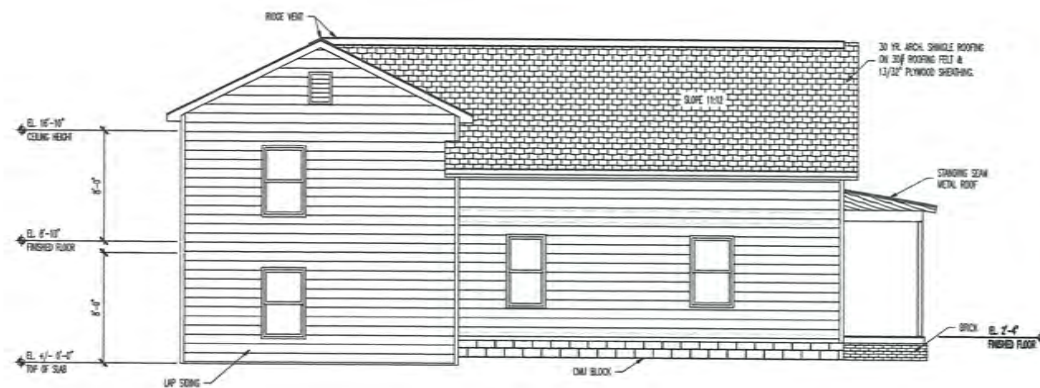
1 FRONT ELEVATION
 A3 SCALE: 1/4" = 1'-0"



2 RIGHT ELEVATION
 A3 SCALE: 1/4" = 1'-0"



3 REAR ELEVATION
 A3 SCALE: 1/4" = 1'-0"



4 LEFT ELEVATION
 A3 SCALE: 1/4" = 1'-0"

RELEASED FOR CONSTRUCTION



CITY OF MONROE

HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS

APPLICATION

REQUEST TYPE: New Development ☐ Renovation ☒ Signage ☐ Demolition ☐

HPC REQUEST LOCATION & DESCRIPTION:
Address: 313 S madison ave monroe Parcel #: MO160122
Parcel Acreage/Square Feet: 0.1400 / 6099 SF GA 30655 Zoning: CD-4

PROPERTY OWNER & APPLICANT INFORMATION:
Property Owner: Joy Pequignot Phone #: 71656-2587
Address: 223 E marable City: monroe State: GA Zip: 30655
Applicant (if not the owner): _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

PROJECT INFORMATION:
Description of Project/Request: Commercial retail space renovation & adding a parking lot
Estimated Cost of Project: _____

REQUIRED SUBMITTAL ITEMS:

<input checked="" type="checkbox"/> Completed Application	<input type="checkbox"/> Architectural Floor Plans (New Construction Only)
<input checked="" type="checkbox"/> Fee (\$100)	<input checked="" type="checkbox"/> Typed Detailed Description of the Request
<input checked="" type="checkbox"/> Survey Plat	<input type="checkbox"/> Owner Authorization, if applicant is not the owner
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<input checked="" type="checkbox"/> Photographs of existing conditions of the property to show areas and/or structures affected	

APPLICANT SIGNATURE & AFFADAVIT:
I hereby certify that the above information is true and correct.

Signature of Applicant

Joy Pequignot
Print Name

6/30/25
Date



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3902	DESCRIPTION:	HISTORIC PRESERVATION- RETAIL SPACE RENOVATION & PARKING LOT
JOB ADDRESS:	313 S MADISON AVE	LOT #:	
PARCEL ID:	M0160123	BLK #:	
SUBDIVISION:		ZONING:	CD-4
ISSUED TO:	Clairissa Pequigot	CONTRACTOR:	Clairissa Pequigot
ADDRESS:	217 E Marable St	PHONE:	
CITY, STATE ZIP:	Monroe GA 30655	OWNER:	
PHONE:	770-354-9676	PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	7/02/2025
VALUATION:	\$ 125,000.00	EXPIRATION:	12/29/2025
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES: The Historic Preservation Commission will hear your request for a RETAIL SPACE RENOVATION & PARKING LOT at 313 S MADISON AVE. on JULY 22, 2025 at 6pm in the Council Chambers at City Hall: 215 N Broad St. Monroe, GA 30655.

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Heather Brooklin
(APPROVED BY)

7/2/25
DATE

313 S Madison – Revised Description

Photo 1- Front view of 313 South Madison

Plans are to keep the stairs, keep the deck with railings and columns, keep house white with black gutters .

Also please see photos of possible adding shaker shingles to the gables of the front and side. 229 East marable as an example is provided.

Photo 2- Left side view

Plans are to now have the handicap ramp be installed from the rear- since the handicap parking spot is in the back. Access from the rear up and along side to the porch. Should be more of a convenience and extremely close to the handicap parking spot. As far as the porch – I plan to keep the square spindles and basically how the porch is now.

Please see the attached new photos of handicap ramp

Photo 3- Back door entrance –

Back porch to enter from the parking lot

Photo 4- Back view of 313 South Madison

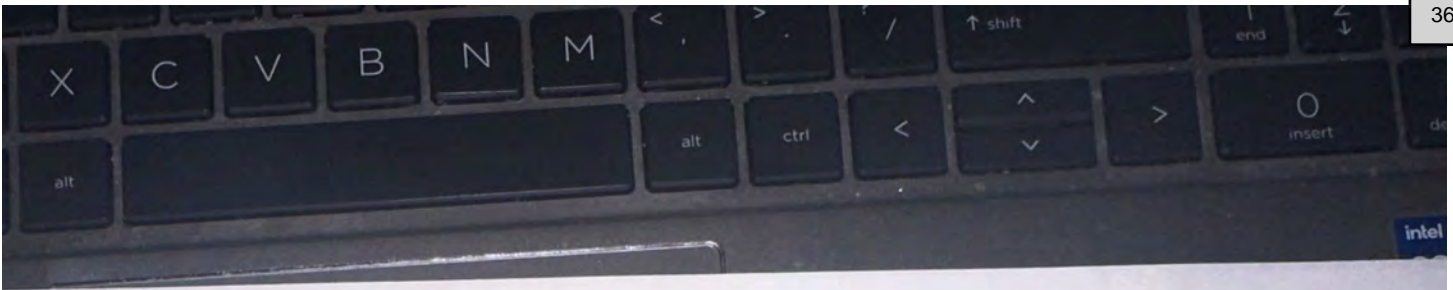
Back view of where the 1 handicap space is available (ramp possibly) and 1 available parking space.





229 East Marable Street





2



Representative Handicap ramp –



3







**SOUTH MADISON
AVENUE PARKING
LOT**

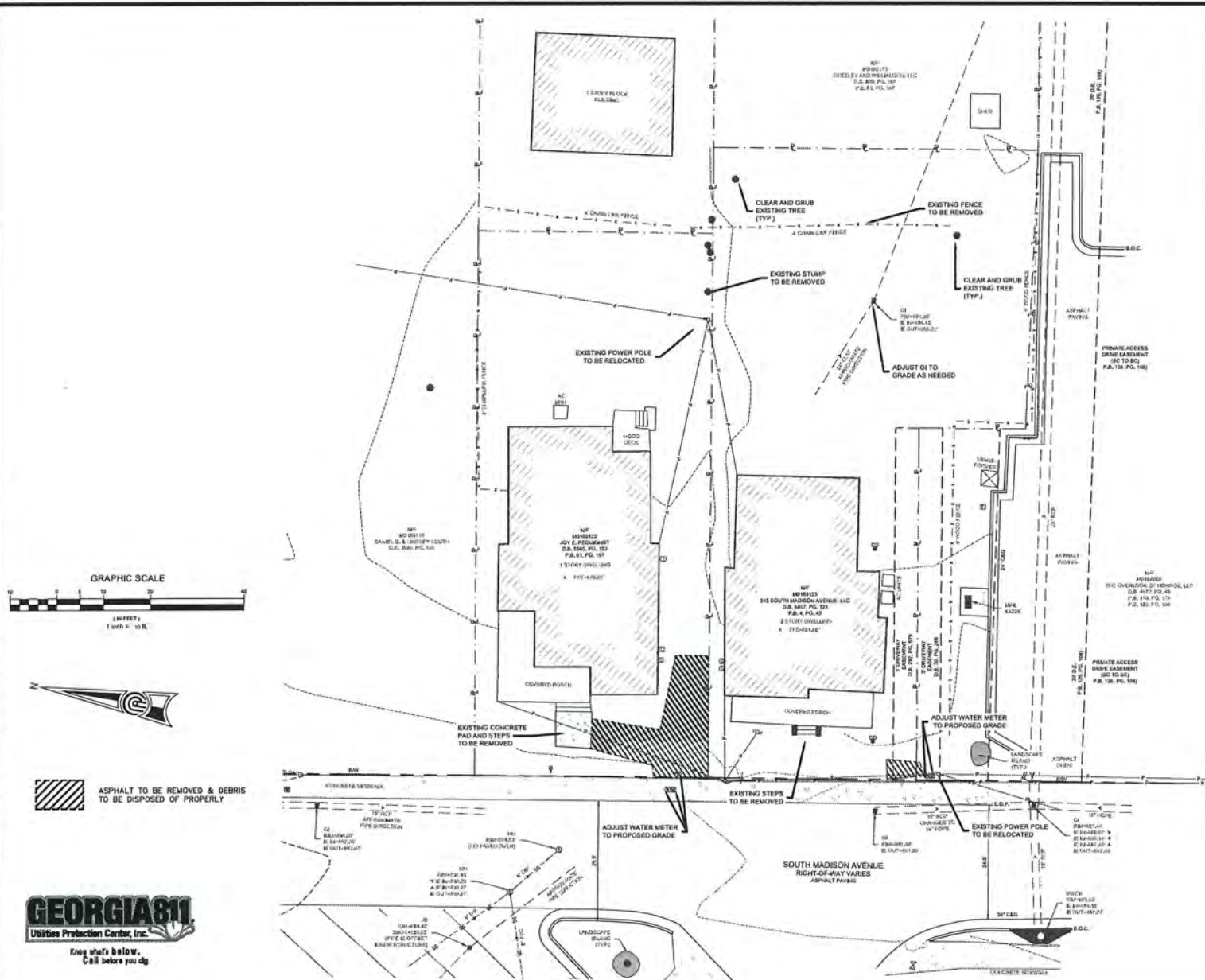
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SHEET TITLE		

[illegible]

C25-079

PPI PROJECT NO.

C1.1





24-HOUR EMERGENCY CONTACT:
CLAIRISSA PEQUIGNOT
770-354-9676
clairp6611@gmail.com

- GRAPHIC SCALE
-
- (IN FEET)
1 inch = 10 ft.

OWNER / DEVELOPER
CONTACT: CLARISSA PEQUIGNOT
PHONE: 770-354-9676
EMAIL: CLAIRPE@GMAIL.COM

Know what's below.
Call before you dig.