



**Historic Preservation Meeting**

**AGENDA**

**Tuesday, November 23, 2021**

**6:00 PM**

**215 N. Broad Street Monroe Ga**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. MINUTES OF PREVIOUS MEETING**

- [1.](#) Minutes from Previous Meeting 10/26/2021

**IV. REQUESTS**

- [1.](#) Request for COA - Gutters - 249 Boulevard
- [2.](#) Request for COA - Addition - 707 S. Broad St.
- [3.](#) Request for COA - Exterior changes - 404 E Church St

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

- [1.](#) Presentation - Historic Resources Survey: Phase I - WLA Studios
- [2.](#) 2022 Meeting Schedule

**VII. ADJOURNMENT**

Historic Preservation Commission  
Meeting Minutes  
Regular Meeting—October 26, 2021

Present: Mitch Alligood, Jane Camp, Fay Brassie, Elizabeth Jones, Susan Brown

Absent: None

Staff: Patrick Kelley, Director of Code

Visitors: Ramsey Ray, Rita Dickenson, Matthew Jones, Shawn & Heather Roseland, Antonio Granados, Kevin Hess, Wendy Cooper

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

Chairman Alligood asked if there were any changes or corrections to the previous months' minutes. To approve as submitted.

Motion by Brassie. Second by Brown  
Motion carried.

**The First Item of Business:** Request for COA #313, a request for exterior changes including porches, siding, windows, and roof materials at 511 S Madison Ave. The applicant, Matthew Jones, owner of said property, spoke on behalf of the project. He would like to keep the aesthetics and feel of the house the same. The windows need replacing and the porch's metal roof and brick columns need repair. The staircases leading to the house also need to be replaced. The brick on the house is currently painted green and he would like to add a smear to the brick and possibly paint it gray.

Commissioner Jones requested each item be discussed separately. Chairman Alligood asked what kind of windows would be used. Matthew Jones replied 2/2. Brassie stated their main concern was consistency and Matthew Jones confirmed all of the windows would be the same. Brown commented her mother grew up in that house and that the existing 2/1 windows are original. Matthew Jones agreed to putting in 2/1 windows.

Matthew Jones is also going to restore the original door and replace the glass in the transom window. In reference to the porches, Matthew Jones stated If the brick posts are repairable, they will be fixed. The brick staircases will be repaired with new brick where needed.

Commissioner Jones stated there is not a precedent for brick smear in the area. It would be adding a decorative treatment that was not there originally. Brassie suggested just painting the brick. Matthew Jones agreed to just paint the foundation and replace bricks as needed. In regards to the siding, Matthew Jones asked to replace the siding on the rear of the house with Hardieplank and use the rear siding to replace rotten boards around the rest of the exterior.

Chairman Alligood asked if there were any questions from the public: none

To approve as presented

Motion by Brassie, Seconded by Camp  
Motion carried

**The Second Item of Business:** Request for COA #314, a request to add a greenhouse addition to an accessory structure at 602 E Church St. The applicant, Rita Dickenson, on behalf of Monroe Country Day School, spoke in favor of the project. On the property, behind the school, is a cinder block building built by the Boy Scouts in the 1950s. Dickenson would like to build a greenhouse/outdoor classroom on the back of the cinder block building. The addition would extend towards Davis Street. The roof would match the existing roof and would be hidden from view (Church Street).

Chairman Alligood asked if there were any questions: None

Chairman Alligood asked if there were any public comments: none

To approve as submitted

Motion by Brassie. Second by Jones  
Motion carried

**The Third Item of Business:** Request for COA #315, a request for a fence at 249 Boulevard. The applicant Christopher Ray, owner of said property, spoke on behalf of the project. Ray is requesting a fence in the rear of the property to keep his dogs in the yard.

Chairman Alligood asked if there were any public comments: none

To approve as presented

Motion by Jones. Second by Brassie  
Motion carried

**The Fourth Item of Business:** Request for COA #312, a request for installing a fence and gutters, removing the existing carport, and adding a detached garage at 615 E Church St. The applicants Shawn and Heather Roseland, owners of said property, spoke in favor of the project. Shawn Roseland explained they would like add a rear fence in an open picket style to contain their dogs, install gutters along the side and back of the house, and enclose the carport to make a garage.

Brassie expressed concern regarding the location of the garage. She feels bringing it that far forward would close off the rear of the house. Ray stated they wanted to bring the garage forward to create a courtyard and more useable space in the backyard. Currently, the backyard is mostly taken up by the driveway. The garage would mimic the style of the house and current carport/carriage house. Ray agreed not to place the garage past the first rear projection of the house so that the garage does not hide the U shape of the rear of the house.

Ray amended his application to include a request to build a covered walkway/portico between the new garage and the house.

Chairman Alligood asked if there were any public comments: None

To approve with the amendment:

Motion by Camp. Second by Brassie  
Motion carried

**The Fifth Item of Business:** Request for COA #317, a new wall sign for the restaurant Tacos N Beer at 116 N. Broad St. The applicant is Antonio Granados, owner of the restaurant.

Chairmen Alligood noted his one concern that the sign on the building resembled a marijuana leaf. Granados offered to remove the leaf and replace it with something else. He showed the Commission an alternate sign design.

Brassie suggested due to the architectural features of the building, a taller narrower sign might look better on the building. Granados noted the alternative design he showed the Commission Members was narrower than the proposed sign.

To approve the alternative sign

Motion by Jones. Second by Brown  
Motion carried

Old Business

**The First Item of Old Business:** Historic Survey Update by Jones: Myself, Crista, Laura, and Sadie met with WLA Studios for a kickoff meeting. There will be a letter given to homeowners that explained the project.

**The Second Item of Old Business:** Drafting a letter that can be sent to property owners who are in violation of the historic preservation ordinance.

New Business: Citizen Question: What protection is there against houses being torn down in the Historic District, particularly those along Church Street?

Chairman Alligood: All requests for demolition have to go before the Commission. If a demolition request is denied, the applicant can appeal to City Council.

Chairman Alligood entertained a motion to adjourn.

Motion by Jones. Second by Brassie  
Motion carried. Adjourned at 6:52 pm





# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	00000421	DESCRIPTION:	COA REQUEST ADD GUTTERS TO EXTERIOR OF HOUSE
JOB ADDRESS:	249 BOULEVARD	LOT #:	
PARCEL ID:	M0180126	BLK #:	
SUBDIVISION:		ZONING:	R1
ISSUED TO:	CHRISTOPHER RAY	CONTRACTOR:	CHRISTOPHER RAY
ADDRESS:	249 BOULEVARD	ADDRESS:	249 BOULEVARD
CITY, STATE ZIP:	MONROE GA 30655	CITY, STATE ZIP:	MONROE GA 30655
PHONE:	770-267-4603	PHONE:	
PROP.USE:	RESIDENTIAL	DATE ISSUED:	11/15/2021
VALUATION:	\$ 0.00	EXPIRATION:	5/14/2022
SQ FT:	0.00	PERMIT STATUS:	O
OCCP TYPE:		# OF BEDROOMS	
CNST TYPE:		# OF BATHROOMS	
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov	# OF OTHER ROOMS	

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 10.00
<b>FEE TOTAL</b>		\$ 10.00
<b>PAYMENTS</b>		\$ -10.00
<b>BALANCE</b>		\$ 0.00

**NOTES:**

This request for a Certificate of Appropriateness to add gutters at 249 Boulevard will be heard by the Historic Preservation Commission on November 23, 2021 at 6:00pm 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)

11/15/21  
DATE



215 North Broad Street  
Monroe, GA 30655  
Tel (770) 267-3429  
Fax (770) 267-3698

Receipt Number: R00294960

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 11/15/2021 10:33:41 AM

6

Transaction Code: BP - Building Projects Payment

Name: RAY, CHRISTOPHER \$10.00

Total Balance Due: \$10.00

Payment Method: Check Payn Reference: 6391

Amount: \$10.00

Total Payment Received: \$10.00

Change: \$0.00

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.

RECEIVED  
11/14/21

**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

11/04/2021

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: 11/04/2021

APPLICANT: Christopher & Ramsey Ray

APPLICANT'S ADDRESS: 249 Boulevard, Monroe GA 30655

TELEPHONE NUMBER: 770-267-4603

PROPERTY OWNER: Christopher & Ramsey Ray

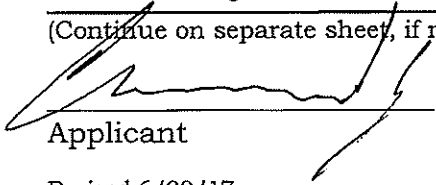
OWNER'S ADDRESS: Same as above

TELEPHONE NUMBER: Same as above

PROJECT ADDRESS: 249 Boulevard, Monroe GA 30655

Brief description of project: We would like to request to add gutters to the left and right side of the home. Currently, water is getting into the outside air unit and into the crawl space. When the house was renovated new gutters were added in the front and back of the house. We would use the same material and look with the new gutters.

(Continue on separate sheet, if necessary.)

  
Applicant

11/04/2021  
Date

Revised 6/29/17

















# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	426	DESCRIPTION:	HISTORIC PRESERVATION COA ADDITION
JOB ADDRESS:	707 S BROAD ST	LOT #:	66
PARCEL ID:	M0190027	BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	Jayne Kortman	CONTRACTOR:	Jayne Kortman
ADDRESS:	1146 Maple Creek Ridge	ADDRESS:	1146 Maple Creek Ridge
CITY, STATE ZIP:	Loganville GA 30052	CITY, STATE ZIP:	Loganville GA 30052
PHONE:	770-714-8980	PHONE:	
PROP. USE VALUATION:	\$ 0.00	DATE ISSUED:	11/15/2021
SQ FT:	0.00	EXPIRATION:	5/14/2022
OCCP TYPE:		PERMIT STATUS:	O
CNST TYPE:		# OF BEDROOMS	
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov	# OF BATHROOMS	
		# OF OTHER ROOMS	

FEE CODE	DESCRIPTION	AMOUNT
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<b>FEE TOTAL</b>		<b>\$ 10.00</b>
<b>PAYMENTS</b>		<b>\$- 10.00</b>
<b>BALANCE</b>		<b>\$ 0.00</b>

### NOTES:

This application for a Certificate of Appropriateness for exterior changes including a rear addition at 707 S. Broad St. will be heard by the Historic Preservation Commission on November 23, 2021 at 6:00pm in the Council Chambers at City Hall—215 N. Broad St. Monroe, GA 30655.

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

11/15/21  
DATE



215 North Broad Street  
 Monroe, GA 30655  
 Tel (770) 267-3429  
 Fax (770) 267-3698

Receipt Number: R00295291

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 11/15/2021 4:06:17 PM

15

Transaction Code: BP - Building Projects Payment

Name: Kortman, Jayme \$10.00

Total Balance Due: \$10.00

Payment Method: Cash Payment Reference:

Amount: \$10.00

Total Payment Received: \$10.00

Change: \$0.00

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#426

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.

RECEIVED  
11/12/21

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3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
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**I acknowledge that I have read this material and will abide by the ordinances set forth.**

Jayne Krama  
Signature of Applicant

11/12/2021  
Date



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
MONROE HISTORIC PRESERVATION COMMISSION

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DATE: 11/12/2021

APPLICANT: Jayne Kortman

APPLICANT'S ADDRESS: 1146 Maple Creek Ridge  
Loganville GA 30052

TELEPHONE NUMBER: 770-714-8980

PROPERTY OWNER: Jayne & Greg Kortman

OWNER'S ADDRESS: 1146 Maple Creek Ridge  
Loganville GA 30052

TELEPHONE NUMBER: 770-714-8980

PROJECT ADDRESS: 707 South Broad St  
Monroe GA 30655

Brief description of project: Renovation, including addition  
to side of house

(Continue on separate sheet, if necessary.)

Jayne Kortman

Applicant

11/12/2021

Date

Revised 6/29/17

*JayneKor@gmail.com*

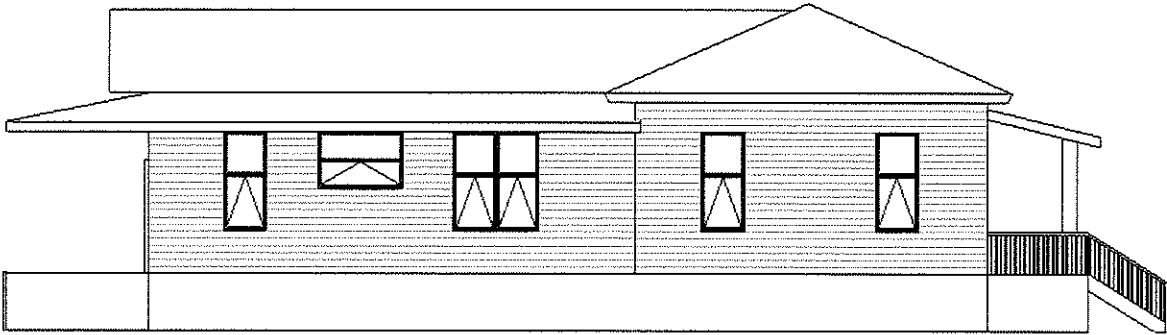






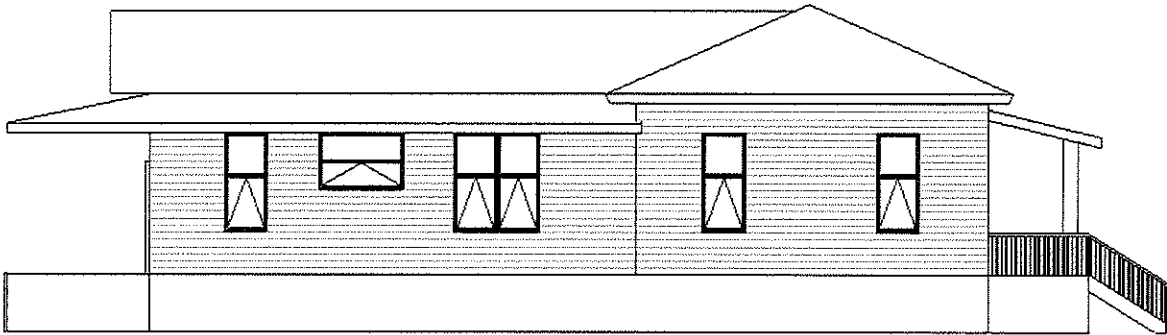
From: Blayke Kortman blaykek@gmail.com  
Subject: elevation revised  
Date: Nov 12, 2021 at 1:15:54 PM  
To: Jayme Kortman jaymekor@gmail.com

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From: Blayke Kortman blaykek@gmail.com  
Subject: elevation revised  
Date: Nov 12, 2021 at 1:15:54 PM  
To: Jayme Kortman jaymekor@gmail.com

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# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	427	DESCRIPTION:	HISTORIC PRESERVATION COA EXTERIOR CHANGES
JOB ADDRESS:	404 E CHURCH ST	LOT #:	
PARCEL ID:	M0170116	BLK #:	
SUBDIVISION:		ZONING:	R-1
ISSUED TO:	Farrukh Khan	CONTRACTOR:	Farrukh Khan
ADDRESS:	4285 Eddie Byrd Ln	ADDRESS:	4285 Eddie Byrd Ln
CITY, STATE ZIP:	Loganville GA 30052	CITY, STATE ZIP:	Loganville GA 30052
PHONE:	706-248-0602	PHONE:	
PROP.USE:	RESIDENTIAL	DATE ISSUED:	11/15/2021
VALUATION:	\$ 0.00	EXPIRATION:	5/14/2022
SQ FT:	0.00	PERMIT STATUS:	O
OCCP TYPE:		# OF BEDROOMS	
CNST TYPE:		# OF BATHROOMS	
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov	# OF OTHER ROOMS	

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 10.00
<b>FEE TOTAL</b>		\$ 10.00
<b>PAYMENTS</b>		\$- 10.00
<b>BALANCE</b>		\$ 0.00

**NOTES:**

This application for a Certificate of Appropriateness for exterior changes including roof material, front porch, and windows at 404 E Church St will be heard by the Historic Preservation Commission on November 23, 2021 at 6:00pm in the Council Chambers at City Hall—215 N. Broad St. Monroe, GA 30655.

**NOTICE**

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

11/15/21  
DATE



215 North Broad Street  
Monroe, GA 30655  
Tel (770) 267-3429  
Fax (770) 267-3698

Receipt Number: R00295298

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 11/15/2021 4:16:43 PM

25

Transaction Code: BP - Building Projects Payment

Name: Khan, Farrukh \$10.00

Total Balance Due: \$10.00

Payment Method: Cash Payment Reference:

Amount: \$10.00

Total Payment Received: \$10.00

Change: \$0.00

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: 11-12-2021

APPLICANT: FARRUKH KHAN

APPLICANT'S ADDRESS: 4285 EDDIE BYRD LANE  
LOGANVILLE, GA, 30052

TELEPHONE NUMBER: 706 284 0602

PROPERTY OWNER: HUMAIRA BANO

OWNER'S ADDRESS: 4285 EDDIE BYRD LANE  
LOGANVILLE, GA, 30052

TELEPHONE NUMBER: 678 910 3207

PROJECT ADDRESS: 404 EAST CHURCH STREET  
MONROE, GA, 30655

Brief description of project: ① Changing the roof shingles (Architect style)

② Changing the window INNER (vinyle)

③ Epoxy on Front porch

④ out door color

⑤ Front porch inner part put vinyle soffit

(Continue on separate sheet, if necessary.)

Farrukh Khan  
Applicant

11/12/2021  
Date

Revised 6/29/17

FARRUKH.KHAN66@HOTMAIL.COM

RECEIVED  
11/12/21  
#427



No. 073502

date 11/12/21  
 received from Farukh Khan  
 amount Ten dollars 10.00 dollars  
 for payment of HPC application  
 cash  money order  credit card  check # \_\_\_\_\_  
 from F. Khan to D. Chambers  
 signature \_\_\_\_\_  
 885WS

amount due	
amount paid	10.00
balance	

### REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under the Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material to be made to your property if your property is located in a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

Steps must be taken in order to have your proposed change reviewed by the Historic Preservation Commission (HPC):

1. Submit your application to the Code Office at least 10 working days in advance of the next meeting of the HPC (the fourth Tuesday of each month). You must read the Historic Preservation Ordinance, and request your proposal be added to the agenda.

2. Submit your application for a COA and turn it in to the Code Office.

3. Pay the \$100 fee. If you request a "special meeting" at some date other than the 4<sup>th</sup> Tuesday of every month, the fee is \$200. If you are requesting to demolish Historic property, the fee is \$500. For the regular scheduled meeting.

4. Provide documentation which will assist the HPC in deciding if the proposed change(s) are in keeping with the historic district guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the ordinance for additional information.

5. Your documentation consists of all architectural drawings, photographs, 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 before the meeting. Physical samples, if applicable, should be brought with you to the meeting.

6. Attend the meeting on the scheduled day and time to present your request.

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)]

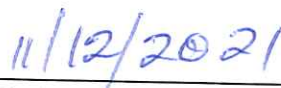
“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant 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

  
\_\_\_\_\_  
Date



# Monroe Historic Resources Survey

HISTORIC PRESERVATION  
COMMISSION MEETING

NOVEMBER 23, 2021



## What is a Historic Resources Survey?

The Georgia Historic Resources Survey is an ongoing, statewide inventory of buildings, sites, structures, and objects of historical, architectural, and cultural significance.

Historic Resources Surveys collect and record information on extant resources, including a description of each resource, as well as its age, setting, location, any documented history and/or significance, and photographs.

The survey information is then entered into Georgia's Natural, Archaeological, and Historic Resources Geographic Information System online database (GNAHRGIS).



1909 Sanborn Map of Downtown Monroe



The Historic Resources Survey is a process of systematically **identifying, researching, and documenting properties that reflect important themes in the city's growth and development** such as architecture, city planning, social history, ethnic heritage, politics, industry, transportation, commerce, entertainment and others.

Historic resources include **buildings, structures, objects, cultural landscapes, natural features** and groupings of resources or areas known as **historic districts**.



Residential Buildings



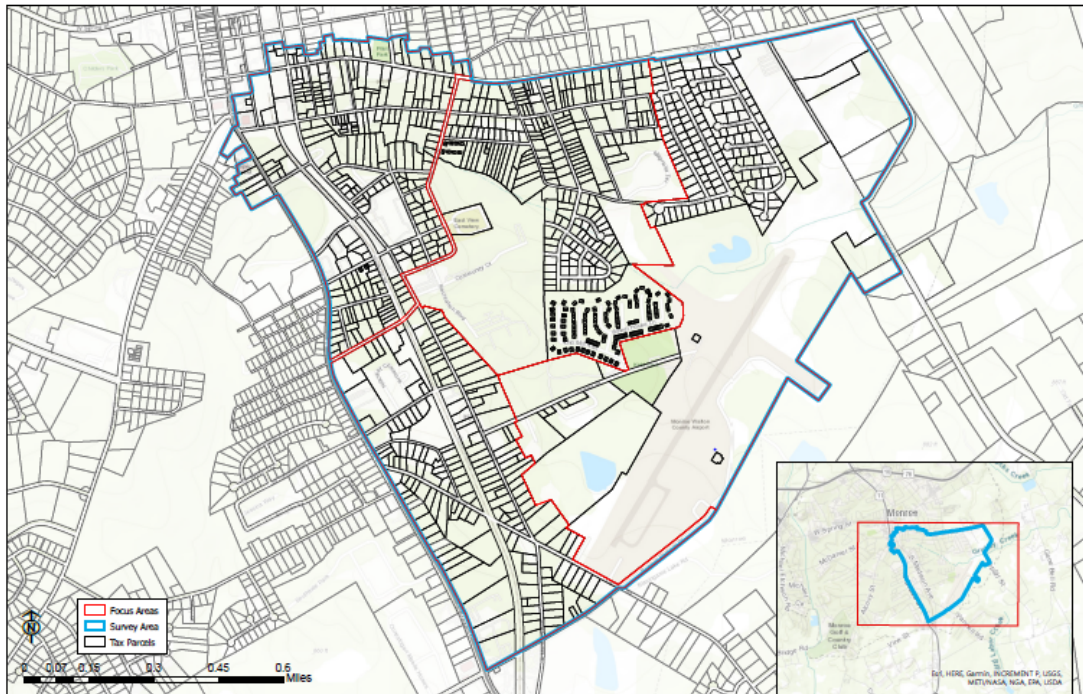
Commercial Buildings



Institutional Buildings



Contributing Features and Landscapes



Map of Survey Area One

## Why is the city conducting a Historic Resources Survey?

The City of Monroe is conducting the survey in order to update and expand upon the Historic Resources Survey conducted in 1987.

Conducting an up-to-date survey is one of the requirements for maintaining Monroe's status as a Certified Local Government (CLG).

The 2021 Historic Resources Survey will resurvey and provide updated documentation for the resources identified in 1987. It will also survey and document previously unidentified historic resources.

The City of Monroe has been divided into four Survey Areas. Survey Area One contains an estimated 550 parcels.



The Historic Resources Survey will serve as the primary planning tool to **identify, record, and evaluate** historic properties and districts within Monroe. Survey data provides baseline information on **potential historic resources** to inform planning decisions and support policy goals.

#### Uses of survey data include:

- Community Plan Updates
- Zoning Decisions and Plan Approval
- Cultural Tourism
- Potential Designation





### What are the benefits of the survey?

- Property owners, planners and other interested parties will benefit from the upfront identification of a property's historic status. This saves time and money during the Planning Department's review process for certain building alterations.

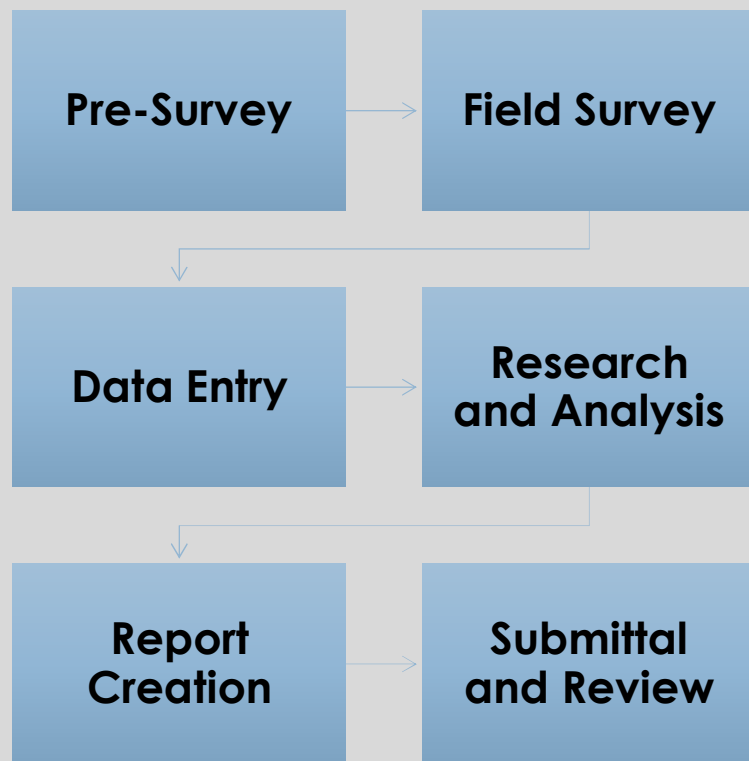
### Can property owners “opt-out” of the survey?

- No. Property owners cannot opt out of a survey. The survey only evaluates buildings from the public right-of-way and does not include a building's residential or commercial interiors.

### Do surveyed resources automatically become designated?

- No. Although surveys identify and evaluate resources that **may** be eligible for designation, no actual designations result directly from survey activity. Designation by the City of Monroe and nominations to the National Register are separate processes which include property owner notification and public hearings. This would occur separate from this project.

# Survey Process



The **Pre-Survey** process typically involves preliminary research, map making, and survey planning.

During **Field Survey**, the survey team will document each building in the survey area and record the resource's architectural, physical, and material qualities on a survey form. Field surveys are conducted from the public right-of-way.

Survey findings will be recorded online in the GNAHRGIS database during the **Data Entry** process.

Field survey and data entry is followed by a more intensive phase of **Research and Analysis**, during which the survey team will draft a developmental history and architectural analysis.

These findings will be compiled in the **Historic Resources Survey Report**, which will be submitted to the City and the Georgia Historic Preservation Division for review.



**RESOURCE #:** \_\_\_\_\_ **HISTORIC RESOURCE SURVEY FORM**

**1. Name of resource:** \_\_\_\_\_

**2. Location:** \_\_\_\_\_

**3. Total number of resources on site:** \_\_\_\_\_

**4. Number of each kind of resource on site:** (answer below)  
 Building \_\_\_\_\_ Site \_\_\_\_\_ Landsc Feature \_\_\_\_\_ Structure \_\_\_\_\_ Object \_\_\_\_\_  
 (Outbuildings \_\_\_\_\_)

**5. Uses:**  
**Current Use (6) & Original Use (7)**  
*Domestic / Residential*  
 Single dwelling  
 Multiple dwelling  
 Apts bldg  
 Rowhouse  
 Duplex  
 Secondary structure  
 Storage shed  
 Garage / Carriage house  
 Kitchen  
 Porch  
 Wellhouse  
 Springhouse / Ice house  
 Smokehouse  
 Dwelling (secondary)  
 Dairy  
 Greenhouse / Pool house  
**Commercial**  
 Business / office  
 Professional office  
 Bank/savings & loan  
 Retail store / shop  
 General store  
 Restaurant / bar / cafe  
 Hotel / inn / motel / b&b  
 Department store  
 Warehouse  
 Multiple com'l / shop ctr  
 Professional assn / trade org  
 Market  
**Religious**  
 Church / religious structure  
 Church school  
 Church-related housing  
 Campground / arbor / retreat  
 Ceremonial site  
**Educational**  
 School  
 College / university  
 Library  
 College-related housing  
 Research facility  
**Agriculture / Food Processing**  
 Agricultural outbuildings  
 Barn / shed  
 (mule / cattle / horse / dairy / wagon / machinery / implement)  
 Tobacco  
 Chicken coop  
 Silo / Windmill  
 Corn crib  
**Agricultural storage**  
 Cotton / Peanut warehouse  
 Grain elevator  
 Tobacco warehouse  
**Agricultural processing**  
 Animal / Fishing facility  
 Agricultural fields  
 Tree farms  
 Irrigation facility

*Industrial/engineering*  
 Mill / processing / mfg  
 Mill / company housing  
 Waterworks  
 reservoir / dam / water tower / canal  
 Extractive facility or site  
 Communications facility  
 Energy facility  
**Transportation**  
 Rail / Road / H2O / Ped / Air  
**Government/Public**  
 Fire station  
 Post office  
 City / town hall  
 Jail / prison / police station  
 Public works  
 Courthouse (co / fed)  
 Militia district  
 Gov't office (type)  
 Public housing  
**Entertainment / recreation / cultural**  
 Theater / opera hall / cinema / playhouse  
 Museum / gallery  
 Sports facility  
 Outdoor rec / campground / picnic  
 Auditorium  
 Fair / amusement park  
 Music fac. / bandstand  
 Zoo  
**Comment, monument / marker**  
 Resort  
 Work of art  
 Bot. / horticultural garden  
 Ceremonial site  
**Funerary**  
 Cemetery  
 Grave / mausoleum  
 Mortuary / funeral home  
**Military**  
 Battle site  
 Fortification  
 Military facility (type)  
 Armory / arms storage  
 Military housing  
**Health care**  
 Hospital / Medical Clinic  
 Business / office  
 Spa / springs  
 Nursing home / sanatorium  
**Civic / social**  
 Fraternal / patriotic org  
 Club (common interest)  
 Social / civic org  
 Philanthropic housing  
 Work in progress  
 Vacant/not in use  
 unknown

**8. Date of construction:** \_\_\_\_\_

**9. Altered** (see item #26)

**10. Addition** (see item #26)

**11. Moved / Destroyed** (see item #26)

**12. SHPO Evaluation:** appears NOT to meet NR criteria because of integrity / age / significance  
 may meet NR criteria because of \_\_\_\_\_  
 more information needed (refrain)

**13a. (circle one)**  
**High style or elements of style**  
 No academic style

**13b. Style(s)** (in alphabetical order)  
 Art Deco  
 Beaux Arts Classicism  
 Chicago School  
 Colonial revival  
 Craftsman  
 Dutch Colonial revival  
 Early Classical revival  
 English vernacular revival  
 Eclectic revival  
 Federal  
 Federal revival  
 Folk Victorian  
 French Vernacular revival  
 Georgian  
 Gothic revival (or)  
 Academic Gothic revival  
 High Victorian eclectic  
 High Victorian Gothic  
 International  
 Italian Renaissance revival  
 Italianate  
 Mediterranean revival  
 Moderne  
 Neoclassical revival  
 Prairie style  
 Queen Anne  
 Richardsonian Romanesque  
 Romanesque revival  
 Second Empire  
 Shingle  
 Spanish Colonial revival  
 Stick  
 Stripped Classical  
 Tudor  
 N/A  
 unknown

**14. Building Type(s)**  
**1 to 1 1/2 story types**  
 single pen  
 rectantangle  
 square  
 double pen  
 hall-parlor  
 saddlebag  
 2 doors  
 cent. door  
 central hallway  
 dogtrot  
 Georgian cottage  
 Sand Hills cottage  
 Shotgun / Double shotgun  
 Gabled ell cottage  
 Queen Anne cottage  
 New South cottage  
 American foursquare  
 Georgian house  
 Split level  
 Saltbox  
 English cottage  
 Extended hall parlor  
 Bungalow  
 N/A  
 unknown

**15a. Floor Plan: (original width)**  
 one room  
 square  
 rectangular  
 two equal rooms  
 two unequal rooms

**15b. Depth : (original depth)**  
 one room  
 two rooms  
 more than two rooms

**16. Plan Shape:**  
 rectangular/Octagonal  
 square  
 L / T / U / H / E  
 Greek Cross  
 Latin Cross

**17. Number of stories:** \_\_\_\_\_

**18a. Façade:** symmetrical or asymmetrical

**18b. Front door:** 1 2 3 or more \_\_\_\_\_

**19a. Roof types**  
 gable side  
 front cross  
 multi clipped  
 stepped  
 hip  
 pyramidal  
 shed / pent  
 flat  
 truncated hip / deck-on-hip  
 conical  
 complex  
 Unknown

**19b. Roof materials**  
 composition/asphalt shingle  
 metal  
 standing seam  
 pressed shingle  
 corrugated sheet  
 built-up tar and gravel  
 clay tile  
 slate  
 asphalt roll  
 wood shingle  
 concrete tile  
 unknown

**20a. Chimney placement (indicate # of each)**  
 gable-end, exterior  
 both gable ends  
 gable-end, interior  
 both gable ends  
 double gable end  
 both gable ends  
 center  
 off-center, ridge/line  
 off-ctr within roof surf  
 lateral interior  
 lateral exterior  
 multiple random  
 outside add-on  
 three or more chimneys  
 no chimney observed  
 unknown

**20b. Chimney material**  
 brick  
 fieldstone  
 coursed stone  
 cobblestone / rustic  
 stuccoed masonry  
 concrete block  
 unknown

**QUAD :** \_\_\_\_\_  
**LAT/LONG:** \_\_\_\_\_

**21. Type of construction: (max 3)**  
 balloon frame / platform frame  
 brick bearing  
 stone bearing  
 log  
 mortise-and-tenon / brace frame  
 post-and-beam (wood)  
 metal / steel framing  
 concrete block  
 poured concrete (bearing wall)  
 unknown

**22. Exterior Material: (max 6)**  
 wood  
 weatherboard / clapboard  
 board-and-batten  
 vertical board  
 novelty siding / shiplap/  
 drop siding  
 shingles  
 flush board siding  
 beaded tongue-&groove  
 half-lap  
 brick (note if handmade)  
 common / American / running bond / veneer  
 Flemish bond  
 English bond  
 stone  
 fieldstone / rubble / regular coursed stone  
 rock-faced stone  
 rusticated stone  
 cobblestone / rustic stone panels  
 log  
 hewn  
 V-notch / square notch  
 half dovetail / dovetail  
 saddle notch  
 ceramic  
 terra cotta  
 glazed brick / enameled tile block / tile mosaic  
 unknown

**23. Foundation Material: (max 3)**  
 Also Note: pier / pier with infill / continuous  
 brick  
 stone  
 concrete  
 wood  
 metal  
 unknown  
 write-in / see item #26

**24. Porch Configurations: (max 4)**  
 verandah  
 wrap-around  
 recessed  
 portico  
 stoop  
 balcony  
 porte-cochere  
 arcade  
 Roof Types: (fill in above)  
 hip / shed or pent / gable / hood / conical / complex

**25. Window Types: (max 3)**  
 head (flat, etc.)  
 pattern (6/6, etc.)  
 shape (rect. etc.)  
 double hung sash  
 single-hung sash  
 casement  
 fixed  
 factory sash  
 triple-hung sash  
 jalousie  
 pivotal sash  
 unknown  
 write-in / see item #26

**26. Physical Description: (write-in)**

**27. Outbuildings: (max 10)** (include # of each kind)  
 barn  
 dairy / milking  
 granary  
 livestock  
 machinery / wagon  
 tobacco  
 blacksmith house  
 carriage house  
 chicken coop  
 corn crib  
 cotton house  
 dairy  
 Delco gen shed / gas plant  
 dovecote  
 flower pit  
 garage  
 greenhouse  
 guest house  
 ice house  
 implement shed  
 kitchen  
 mixed use  
 office  
 pool house  
 privy  
 root cellar / potato bank  
 secondary dwelling  
 seed house  
 silo  
 slave / servant house  
 smokehouse  
 springhouse  
 store  
 sweet potato house  
 tenant house  
 well house  
 windmill  
 unknown

**28a. Landscape Features: (max 10)**  
 yard setting  
 informal / picturesque  
 casual / unplanned  
 designed fencing / walls  
 designed planting beds  
 designed drives / walks  
 formal / geometric  
 terracing / retaining walls  
 street trees / landscaping  
 town / courthouse sq  
 street furn / fountain  
 arborwork / monument  
 ornamental paving  
 median  
 rural landscape / ag fields  
 field systems  
 fence / hedgerows  
 cemetery  
 terracing / contouring  
 groves / orchards  
 drainage / irrigation  
 forest / woods  
 natural  
 planted  
 unknown  
 write-in / see item #26

**28b. Surrounding Resources:**  
 new  
 old  
 mixed old and new

**29. Historical Themes: (max 5)**  
 architecture / agriculture  
 commerce / industry  
 religion / education  
 social / cultural level  
 transportation  
 gov't / politics / law  
 recreation / entertainment  
 African Amer / Native Amer. history  
 other minority and ethnic groups  
 engineering / landscape arch  
 planning / military  
 exploration / settlement  
 conservation / public works  
 arts / letters

**29c. Description(s) of Environment**  
 town (residential/commercial)  
 urban (residential/commercial)  
 rural (agricultural/forested/non-comm)  
 suburban (residential/commercial)  
 vacant lots  
 industrial setting/park  
 strip development  
 agricultural/crossroads  
 designed landscape  
 mixed use  
 (write-in)

**30. Significance (use sparingly):**  
 architectural type (common / rare)  
 architecture style (common / rare)  
 architectural technique (common / rare)  
 architectural design  
 craftsmanship  
 history  
 development  
 activity  
 person  
 event  
**NAME:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

The Historic Resource Survey Form used by the survey team to record field observations



Left Oblique



Front Facade



Right Oblique

Standard documentation for historic resources involves a photograph of the front façade, as well as photographs of the left and right obliques (as vegetation and topography allow).





Large rectangular vent in front facing gable

Decorative porch brackets

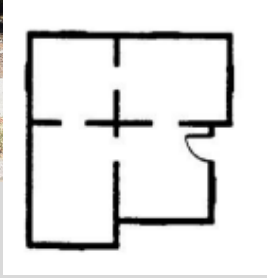
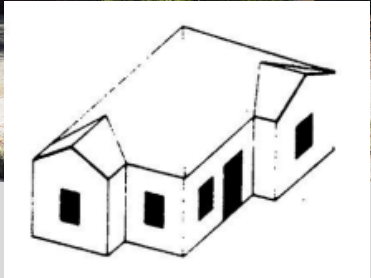
Transom light above main entrance

Residential building converted to commercial use

Original windows and decorative window trim

Brick pier foundation with brick screen infill

303 E Church Street  
Queen Anne Cottage, ca. 1900





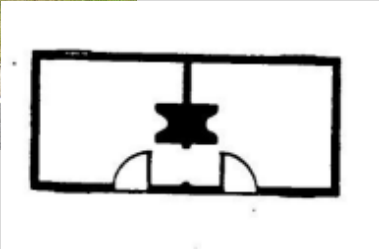
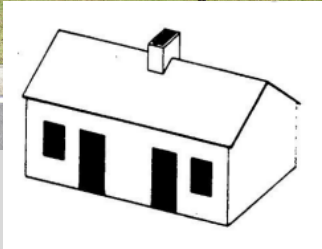
Central brick chimney

Replacement vinyl siding

Original 5-panel doors

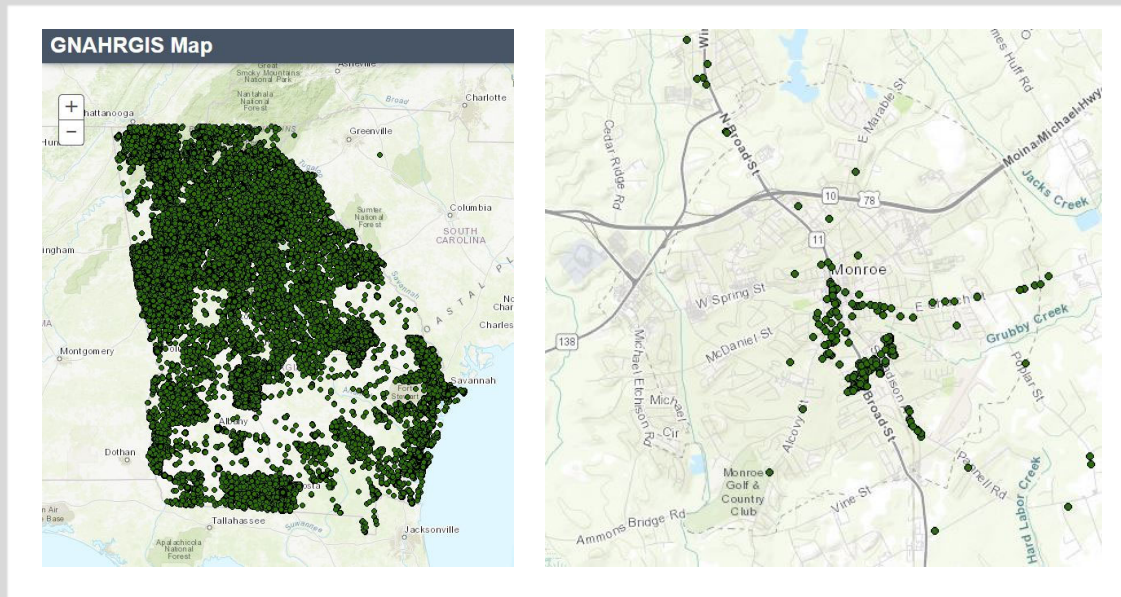
Original windows

Replacement mid-century metal porch supports and railing



609 Lawrence Street  
Two-Door Saddlebag, ca. 1910





## Georgia's Natural, Archaeological, and Historic Resource Geographic Information System (GNAHRGIS)

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**GNAHRGIS is an online database that serves as the statewide repository for Historic Resources Survey data.**

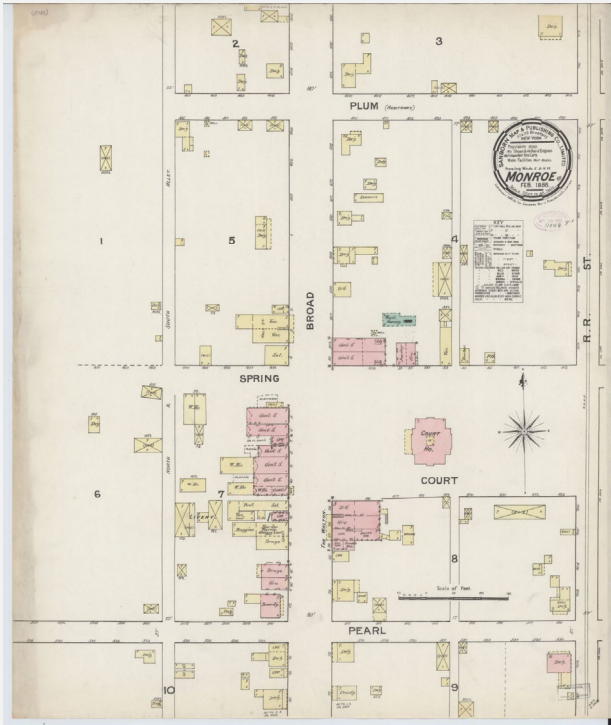
**The survey data collected in Monroe will be recorded in GNAHRGIS.**

**Upon completion, the survey data will be made publicly available.**

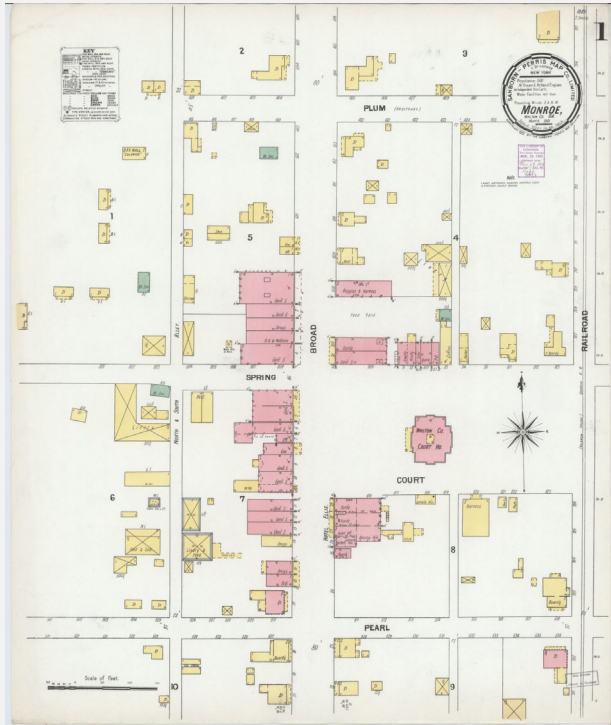


No.	Address	GNAHRGIS ID	X/Y Coordinates	Date of Construction	Architectural Style	Current Use	Original Use	National Register Assessment
01	942 Hank Aaron Dr SE	278999	33.72888961/ -84.38664795	1977	No Academic Style	Domestic: Multi-family	Domestic: Multi-family	May meet NR criteria
02	978 Hank Aaron Dr SE	279001	33.72780408/ -84.38775043	1915	Craftsman	Domestic: Single-family	Domestic: Single-family	May meet NR criteria
03	984 Hank Aaron Dr SE	279002	33.72766982/ -84.3877038	1910	Craftsman	Domestic: Single-family	Domestic: Single-family	May meet NR criteria
04	988 Hank Aaron Dr SE	279004	33.72753963/ -84.38772624	1910	No Academic Style	Vacant	Domestic: Single-family	Appears not to meet NR criteria: Integrity
05	980 Dunning St SE	279014	33.72776405/ -84.38689606	1910	No Academic Style	Domestic: Single-family	Domestic: Single-family	Appears not to meet NR criteria: Integrity
06	997 Dunning St SE	279028	33.72739377/ -84.38723904	1920	No Academic Style	Domestic: Single-family	Domestic: Single-family	Appears not to meet NR criteria: Integrity
07	1000 Dunning St SE	279031	33.72725374/ -84.38689832	1930	No Academic Style	Domestic: Single-family	Domestic: Single-family	May meet NR criteria
08	1010 Dunning St SE	279034	33.72696877/ -84.3869124	1950	No Academic Style	Domestic: Multi-family	Domestic: Multi-family	Appears not to meet NR criteria: Integrity
09	961 Linam St SE	279037	33.72823424/ -84.38625386	1915	Craftsman	Domestic: Single-family	Domestic: Single-family	May meet NR criteria
10	962 Linam St SE	279038	33.72820843/ -84.38588373	1915	No Academic Style	Domestic: Single-family	Domestic: Single-family	May meet NR criteria
11	964 Linam St SE	279040	33.72810763/ -84.38590882	1915	No Academic Style	Domestic: Single-family	Domestic: Single-family	May meet NR criteria
12	968 Linam St SE	279042	33.72799973/ -84.38590805	1915	Craftsman	Domestic: Single-family	Domestic: Single-family	May meet NR criteria
13	971 Linam St SE	279043	33.72807012/ -84.38629741	1955	No Academic Style	Vacant	Domestic: Single-family	Appears not to meet NR criteria: Integrity
14	976 Linam St SE	279071	33.72789435/ -84.38593965	1910	No Academic Style	Domestic: Single-family	Domestic: Single-family	Appears not to meet NR criteria: Integrity

Example of the Survey Data collected during the field survey process



1888 Sanborn Map of Downtown Monroe



1901 Sanborn Map of Downtown Monroe



1916 Sanborn Map of Downtown Monroe

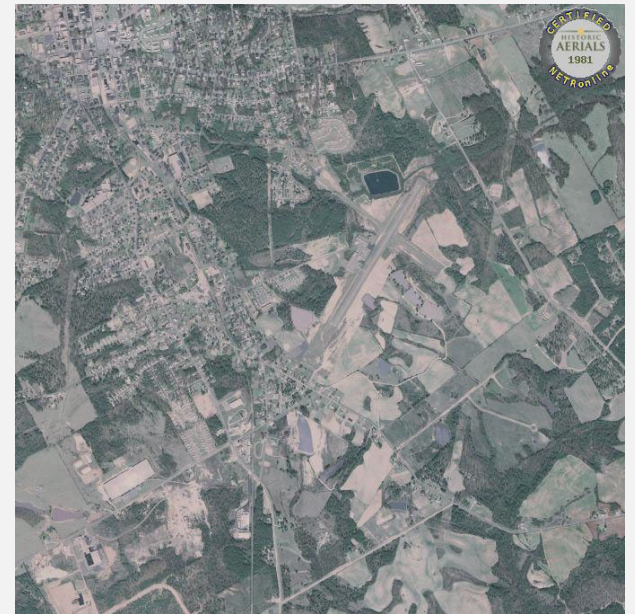
The survey team will use historic maps and aerial images to better understand Monroe's developmental history and the potential significance of the city's historic resources.



1955 aerial image of Survey Area One



1962 aerial image of Survey Area One



1981 aerial image of Survey Area One



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# Historic Resources Survey Report

- Executive Summary
- Project Description
- Summary of Previous Preservation Activity
- Developmental History
- Survey Methodology
- Survey Results and Architectural Analysis
- Recommendations for Future Preservation Activity
- Acknowledgements
- Appendices

The findings of the Historic Resources Survey will be compiled in a comprehensive **Historic Resources Survey Report**.

The Historic Resources Survey Report will contain a **Developmental History** of Monroe, which will chronicle how the city has evolved over time.

This will be accompanied by an **Architectural Analysis** of the survey findings, profiling the different building types and architectural styles observed in Monroe, and how those resources reflect the city's developmental history.

The Historic Resources Survey Report will also provide several **Recommendations for Future Preservation Activity**, as well as spreadsheets and maps that display the survey findings.

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## How can you help?

**Please give the survey team your input!**

**Let us know about any potential resources that need documentation.**

**Any information about your own property is also helpful, including the date of construction, dates of additions and/or material changes, and any notable features.**

**Research material is also welcome! Local historians and historical collections are valuable sources of information for the survey team.**

**Tell your neighbors!**

PROPOSED 2022 Historic Preservation Commission Meeting Schedule

January 25

February 22

March 22

April 26

May 24

June 28

July 26

August 23

September 27

October 25

November 22

December 27

NOTE:

Thanksgiving is Thursday November 24, 2022 (Two days after the meeting)

Christmas is Sunday December 25, 2022 (The Sunday before the meeting)