



## Historic Preservation Meeting

### AGENDA

Tuesday, September 23, 2025

6:00 PM

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 August 26, 2025

V. OLD BUSINESS

VI. NEW BUSINESS

1. Request for COA - 204 N. Jackson St. - Replacement Windows

VII. ADJOURNMENT

# HISTORIC PRESERVATION COMMISSION

## MEETING MINUTES

### REGULAR MEETING—AUGUST 26, 2025

Present: Mark Hammes, Jane Camp, Chuck Bradley

Absent: Chairwoman Elizabeth Jones

Staff: Logan Propes – City Administrator  
Brad Callender – City Planner  
Laura Powell – City Clerk

Visitors: Gregory Wenzel, Joy Pequignot, Chad Draper, and Devan Draper

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

## Roll Call

Mr. Hammes called for a motion to approve agenda as submitted,  
Motion by Camp,  
Second by Bradley,  
Motion carried unanimously

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

Motion by Bradley,  
Second by Camp,  
Motion carried unanimously

Old Business:

**The First Item of Old Business:** Request for COA – 313 S. Madison Avenue #3902 – The request was tabled from the July 22<sup>nd</sup> meeting. Mr. Callender spoke regarding the project and that he met with the owner the day after the last meeting. The issues were resolved and they only need one handicap parking space, so the ramp can be built.

Mr. Hammes called for a motion.

Motion to approve as presented,  
Motion by Camp,  
Second by Bradley,  
Motion carried unanimously

New Business:

**The First Item of New Business:** Request for COA – 111 Norris Street #3968 – A request for an Accessory Garage/Dwelling Unit.

Mr. Draper, contractor, presented the requested project of converting an existing slab to a carport and a dwelling unit.

Mr. Bradley and Mr. Callender asked if the exterior would remain cement block or if lap siding would be added. Mr. Draper stated they planned to keep the cement block but would not be opposed to painting or adding a stucco layer. Mr. Bradley agreed with that choice.

Mr. Hammes called for a motion.

Motion to approve as presented with the additional requirement the building be required to be finished in stucco siding,

Motion by Camp,  
Second by Bradley,  
Motion carried unanimously

**The Second Item of New Business:** Request for COA – 114 Court Street #3969 – A request for a Remodel and an Exterior Renovation.

Mr. Wenzel requested a full interior re-gut, to turn into office space, with exterior renovations, specifically for new windows. They would like to replace the eight windows similar to buildings around the project. Mr. Wenzel apologized claiming he did not know he needed to come before the Historic Preservation Commission since he had received the permit.

Mr. Propes stated for the record that the County owned properties did not always do things according to HPC standards.

Mr. Hammes called for a motion.

Motion to approve as presented,

Motion by Camp,  
Second by Bradley,  
Motion carried unanimously

Mr. Hammes stated the next meeting will be held Tuesday, September 23, 2025 at 6:00 p.m.

Mr. Hammes called for a motion to adjourn,

Motion by Bradley,  
Second by Camp  
Motion carried unanimously

Adjourned at 6:15 p.m.



# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3999	DESCRIPTION:	HISTORIC PRESERVATION - WINDOW REPLACEMENT
JOB ADDRESS:	204 N JACKSON STREET	LOT #:	
PARCEL ID:	M0140033	BLK #:	
SUBDIVISION:		ZONING:	CD-4
ISSUED TO:	DAVID & STACY JONES	CONTRACTOR:	DAVID JONES
ADDRESS:	204 N JACKSON ST	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:	770-653-0566	PHONE:	
PROP. USE:	Residential	DATE ISSUED:	8/18/2025
VALUATION:	\$ 45,000.00	EXPIRATION:	2/14/2026
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 the request for a Window Replacement at 204 N. Jackson St. on September 23, 2025 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.

Heather Brooklyn  
(APPROVED BY)

8/18/25  
DATE





# CITY OF MONROE

#3999

5

## HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION

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

### HPC REQUEST LOCATION & DESCRIPTION:

Address: 204 N. Jackson St. Parcel #: M0140033  
Parcel Acreage/Square Feet: \_\_\_\_\_ Zoning: CD4

### PROPERTY OWNER & APPLICANT INFORMATION:

Property Owner: David and Stacy Jones Phone #: 770653 0566  
Address: 204 N. Jackson St. City: Monroe State: GA Zip: 30655  
Applicant (if not the owner): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PROJECT INFORMATION:

Description of Project/Request: Replacement windows - from wood + vinyl for energy efficiency  
Estimated Cost of Project: \$45,000

### 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 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

David Jones  
Print Name

8-11-25  
Date

ESTIMATE

**Prepared For**

DAVID JONES  
204 NORTH JACKSON ST  
Monroe, Ga 30655  
(770) 653-0566

**Southern Elite Contracting INC**

202 S Madison Avenue  
Monroe, Ga 30655  
Phone: (478) 357-2580  
Email: curtisbloodworth@southern-elite.com  
Web: www.southern-elite.com

Estimate # 27

Date 07/30/2025

Expiration Date 08/15/2025

**Description****WINDOW REPLACEMENT**

## □ Window Replacement Scope For Main Level Only !!

- Removal of 12 Main Level Windows
- Safely remove and dispose of 12 windows
- Includes complete debris haul-off and site cleanup
- Surface Preparation & Repair
- Inspect and prep all window openings for new installation
- Confirm all openings are level, plumb, and sealed properly
- Installation of New Windows
- Install custom-sized, premium ProVia windows
- Anchor, insulate, and seal to manufacturer specifications
- Ensure energy-efficient and airtight installation
- Apply professional caulking, flashing tape, and moisture barrier sealants
- Caulk, seal, and touch up all interior finishes
  - Final Cleanup & Quality Control
  - Clean all window glass and frames
  - Full walkthrough with homeowner
  - Verify functionality and secure fit
  - Final removal of construction debris
  - ✓ ProVia Lifetime Warranty
  - Covers all parts and materials
  - Lifetime coverage on installation workmanship
  - Glass breakage for any reason — full replacement, free of charge

□



replacing existing colonial paneled double-hung windows w/ visually identical vinyl replacement.





# YOUR PROFESSIONAL-CLASS PRODUCT

Endure EN600 Series 601 - Double Hung



800.669.4711  
2150 State Route 39  
Sugar Creek, OH 44681

8

## QUOTE INFORMATION

Job: Southern Elite-204

Order #13777754-2

Qty: 1

## DETAILS

### Endure Window - EN600 Series

601 - Double Hung

White

Exact Size: 32" x 57"

Compound Tension Balance System

Snap-In Frame Sash Stops

Double Profile DA Locks

White Vent Locks

White Hardware

INNERGY Thermal Sash Reinforcement

Flex Full Screen with BetterVue Screen Mesh

Graphite Foam Insulation

Brickmold Nail Fin w/J (Sill Brickmold) Factory Installed

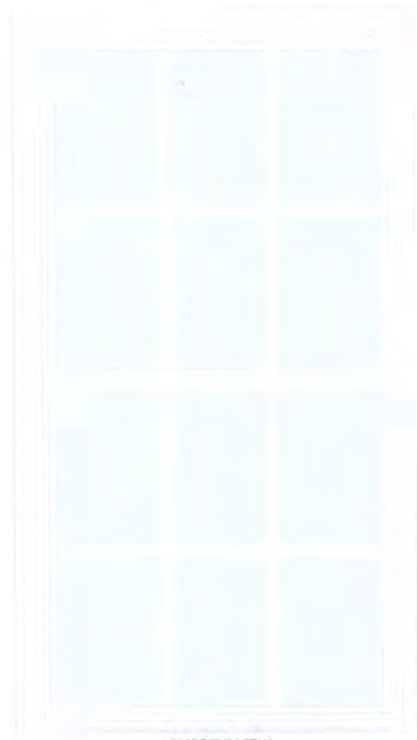
Comfortech DLA-UV

Single Strength Glass (3/32" per pane)

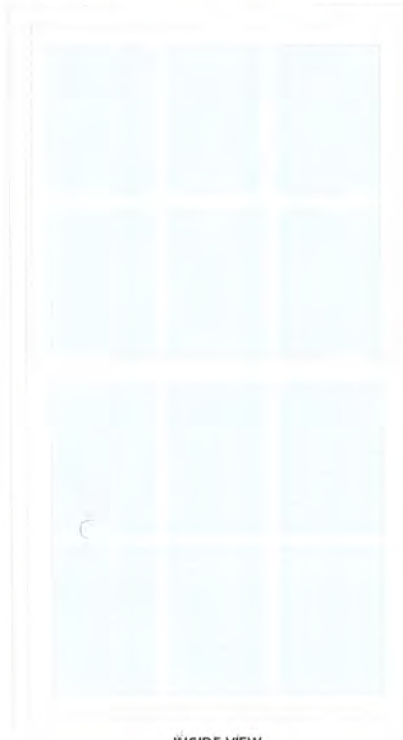
3/4" IG Thickness

Colonial (Standard) Contoured Grid - 2V x 1H

White Grids



OUTSIDE VIEW



INSIDE VIEW

### SIZING

Brickmold Size: 35 3/4" x 59 15/16"  
Opening Width Range: 32 1/4" to 32 1/2"  
Opening Height Range: 57 1/4" to 57 1/2"  
Window Size: 32" x 57"  
Unit Inches: 89  
Egress Size: 27" x 20 27/32"  
Egress Square Foot: 3.9139  
Egress Meets Criteria: No  
Top Sash Size: 28" x 27 1/16"  
Top Glass Size: 26 3/16" x 25 5/16" x 3/4"  
Top Glass Viewable Size: 25 3/16" x 24 5/16"  
Bottom Sash Size: 29" x 28 1/16"  
Bottom Glass Size: 26 3/16" x 25 5/16" x 3/4"  
Bottom Glass Viewable Size: 25 3/16" x 24 5/16"  
Full Screen: 28 11/16" x 54 5/8"  
Flex Screen: Produce In House  
Flex Screen Wire Size: .150

### Structural

Air:  
0.05 cfm/ft<sup>2</sup> @ 1.57 psf  
ASTM E 283  
  
Water:  
7.52 psf  
ASTM E 547  
  
Structural:  
LC-PG50 141mph  
AAMA/WDMA/CSA 101/1.5.2/A440-08 and 11  
DP 50

### ENERGY

#### ENERGY PERFORMANCE RATINGS

U-Factor (U.S./I-P)      Solar Heat Gain Coefficient  
**0.27**      **0.19**

#### ADDITIONAL PERFORMANCE RATINGS

Visible Transmittance      Condensation Resistance  
**0.45**      **61.00**  
Air Infiltration (cfm/ft<sup>2</sup>)  
**<= 0.05**

#### ENERGY STAR

Southern / South-Central

CPD: PRD-N-101-01634-00002

STC: 25; OITC: 22; Acoustic Test Report: f2964.01-113-11

### Installation Instructions





example of vinyl replacement w/ exterior mullions.

