



Historic Preservation Commission Meeting

AGENDA

Tuesday, January 25, 2022

6:00 PM

City Hall, 215 N. Broad St

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

[1.](#) Minutes of Previous Meeting 12/28/21

IV. REQUESTS

V. OLD BUSINESS

[1.](#) Request for COA #532 - 1244 S. Madison - Construct a Rear Accessory Dwelling Unit

[2.](#) Request for COA #547 - 143 W 5th St- Rear Addition

VI. NEW BUSINESS

VII. ADJOURNMENT

Historic Preservation Commission
Meeting Minutes
Regular Meeting—December 28, 2021

- Present: Jane Camp, Elizabeth Jones, Susan Brown, Fay Brassie
- Absent: Mitch Alligood
- Staff: Laura Wilson, Code Admin
- Visitors: William Stone, Chris Evans, Dean Johnson, Kevin & Sommer Hill, Norman Garrett, Lidia Garrett

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

Acting Chairman Camp asked if there were any changes or corrections to the previous months’ minutes.
To approve as submitted.

Motion by Brassie. Second by Jones
Motion carried.

The First Item of Business: Request for COA #531, a request a rear addition at 257 Boulevard. The applicant, Dean Johnson, owner of said property spoke on behalf of the request. In addition to renovating the interior of the house, Johnson explained he wants to “square off” by constructing a rear addition. The rear of the property would look like his neighbor’s property. He also would like to replace existing vinyl siding with wood and repair the existing wooden windows.

Brassie: What does the rest of the house look like? How does the proposed change effect the rest of the structure? Johnson provided additional images to the Commission members.
Do you have any elevations? No
Are you adding windows? No
What will the roofline look like? The rear front facing gable will be reconfigured to extend over the addition—
further discussion continued about the roofline.

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

Wilson: Due to the nature of this property being a corner lot and the setback requirements of its zoning classification (R2) Patrick (Kelley) is working with the property owner to make sure the rear addition meets code requirements. Therefore, the approval is for appearances and materials.

To approve materials and appearance, pending a determination by the Code Officer on the setback
Motion by Brassie, Second by Jones
Motion carried

The Second Item of Business: Request for COA #532, a request construct an accessory dwelling unit at 1244 South Madison Ave. The applicant, Norman Garrett, owner of said property, spoke in favor of the project. He explained the accessory dwelling unit would be 800 square feet, fronting on Atha Street and it would be designed in a complimentary style to his house.

Brassie: Do you have a floorplan or drawings?

Garrett: I have Laura the floorplan a few weeks back. I've been working with Patrick trying to get this started.

Acting Chairman Camp: I do not believe we have enough information to vote on this tonight.

Garrett: What do you need?

Brassie: pictures, drawings showing rooflines, elevations

Garrett: How does this relate?

Wilson: The request is for an accessory dwelling to your house which is on S. Madison

Discussion continued about the location of the proposed accessory dwelling unit and how that was related to the Historic District particularly in terms of how the proposed accessory dwelling unit would look.

To table until further information (January 25, 2022)

Motion by Brassie. Second by Brown

Motion carried

The Third Item of Business: Request for COA #546, a request for exterior changes including windows and the construction of a smoke house for a proposed BBQ restaurant at 118 N Wayne St. The applicant is JEC Development LLC, owner of said property. Architect Chris Evans spoke on behalf of the project. He explained the proposal included new windows on the upper level and new wooden doors on the lower level for a store front. The new windows will mimic the surrounding buildings. Additionally, the proposal includes a detached smoke house for a future BBQ restaurant. Evans presented a revised drawing of the smoke house that allowed the building to be more secure when not in use.

Brassie: What about parking?

Evans: After the plan is approved, we will work with Pat and Brad on parking. The parking lot is privately owned.

Brassie: What about signage?

Evans: I show small signage on the plans.

Evans: During this process, can I make changes?

Acting Chairman Camp: You have to come back to us

To approve as presented with the updated rendering of the Smoke House

Motion by Brassie. Second by Jones

Motion carried

The Fourth Item of Business: Request for COA #547, a request for exterior changes including a rear addition at 143 W 5th St. The applicant is Bill Stone, owner of said property spoke on behalf of the project. He would like to add a 10x12 addition on the back to expand the current bedroom, replace the current vinyl siding with hardiplank, replace, and replace the aluminum windows. The house next door has the same addition.

Brassie: Do you have any pictures or elevations? What will the roof line look like? The floorplan looks nice.

Stone: I do not have any images to show you.

Brassie: How will the roof look?

Stone: A gable will extend off the back at the same pitch the roof is currently. It will not be noticeable from the front; discussion continued about the pitch and shape of the roof.

To table until further information is provided (January 25, 2022)

Motion by Brassie. Second by Jones
Motion carried

Old Business: Violation letter—Wilson: I will reach out to Mitch to get a copy of the letter so we can move forward on this issue.

New Business: None

Acting Chairman Camp entertained a motion to adjourn.

Motion by Jones. Second by Brassie
Motion carried.

Adjourned at 6:41 pm



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	532	DESCRIPTION:	COA FOR NEW DWELLING IN REAR
JOB ADDRESS:	1244 S. MADISON AVE	LOT #:	
PARCEL ID:	M0200217A00	BLK #:	
SUBDIVISION:		ZONING:	B-1
ISSUED TO:	Norman Garrett	CONTRACTOR:	Norman Garrett
ADDRESS:	1244 S. Madison Ave	ADDRESS:	1244 S. Madison Ave
CITY, STATE ZIP:	Monroe GA 30655	CITY, STATE ZIP:	Monroe GA 30655
PHONE:	770-362-9896	PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	12/14/2021
VALUATION:	\$ 0.00	EXPIRATION:	6/12/2022
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
FEE TOTAL		\$ 10.00
PAYMENTS		\$ -10.00
BALANCE		\$ 0.00

NOTES:

This request for a COA for an Accessory Dwelling Unit at 1244 S. Madison Ave will be heard by the Planning Commission on December 28, 2021 at 6:00pm in the Council Chambers at 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)

12/14/21
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: 12-14-21

APPLICANT: Norman Barrett

APPLICANT'S ADDRESS: 1244 S. Madison Ave

TELEPHONE NUMBER: 770-362-9896

PROPERTY OWNER: Norman Barrett

OWNER'S ADDRESS: Same

TELEPHONE NUMBER: _____

PROJECT ADDRESS: _____

Brief description of project: _____

(Continue on separate sheet, if necessary.)

Norman W. Barrett
Applicant

12-14-21
Date

RECEIVED
#532

In-law suite

The roof will be on a 12X12 pitch like 7
my existing roof. My windows will be 6ft
window like the ones around my house. The
front porch will be 8ft the length of the
house will poles like 8ft apart like the ones
on my house. The siding will be like what's
on my house. The paint will be the same.
My goal is to make this in-law suite look just
like my existing house.



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

Receipt Number: R00305331

Cashier Name: LAURA WILSON

Terminal Number: 34

Receipt Date: 12/14/2021 9:31:36 AM

8

Transaction Code: BP - Building Projects Payment

Name: Garrett, Norman \$10.00

Total Balance Due: \$10.00

Payment Method: Cash Paym Reference:

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 4th Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

Please read the following directions for completing the Request for COA Application.

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC’s duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

DEFINITIONS:

A “material change in appearance” means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

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

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

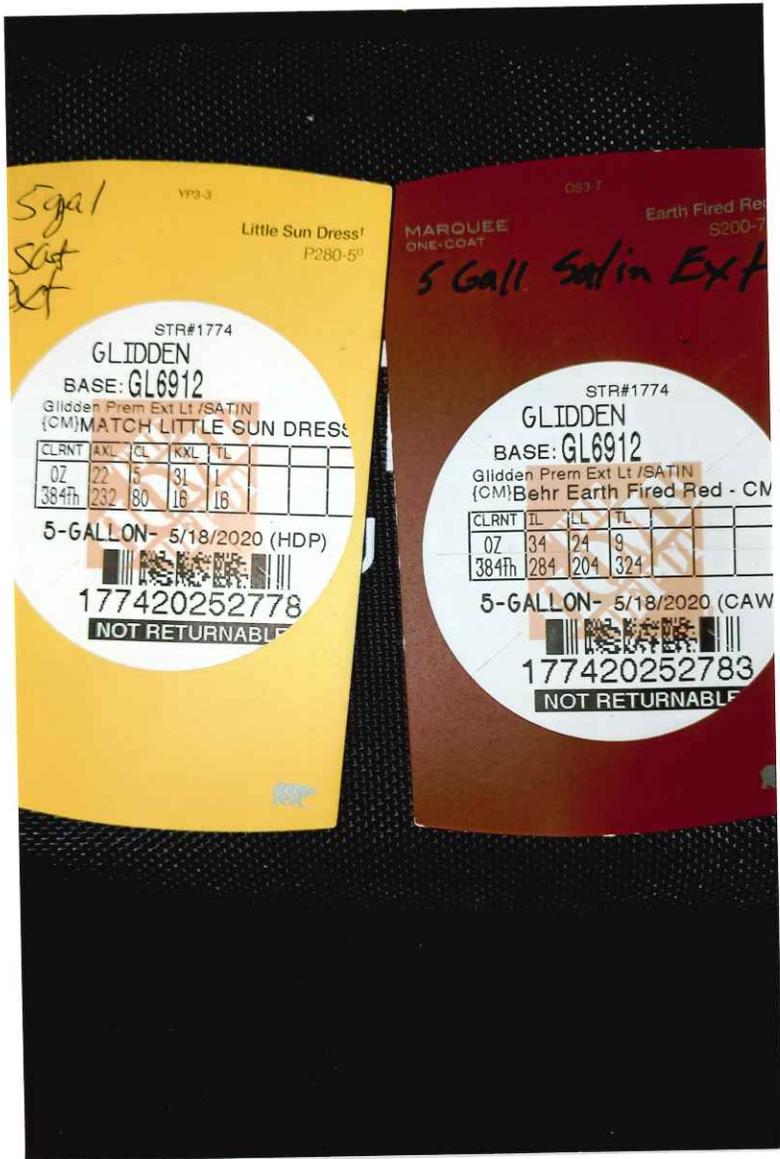
I acknowledge that I have read this material and will abide by the ordinances set forth.

Norman N. [Signature]
Signature of Applicant

12-14-21
Date







YP3-3
 Little Sun Dress!
 P280-5"

5 gal
 Sat
 Ext

STR#1774
GLIDDEN
 BASE: **GL6912**
 Glidden Prem Ext Lt / SATIN
 (CM) MATCH LITTLE SUN DRESS

CLRNT	AXL	CL	KXL	TL
OZ	22	5	31	1
384th	232	80	16	16

5-GALLON- 5/18/2020 (HDP)

177420252778
 NOT RETURNABLE

OS3-7
 Earth Fired Red
 S200-7

MARQUEE
 ONE-COAT

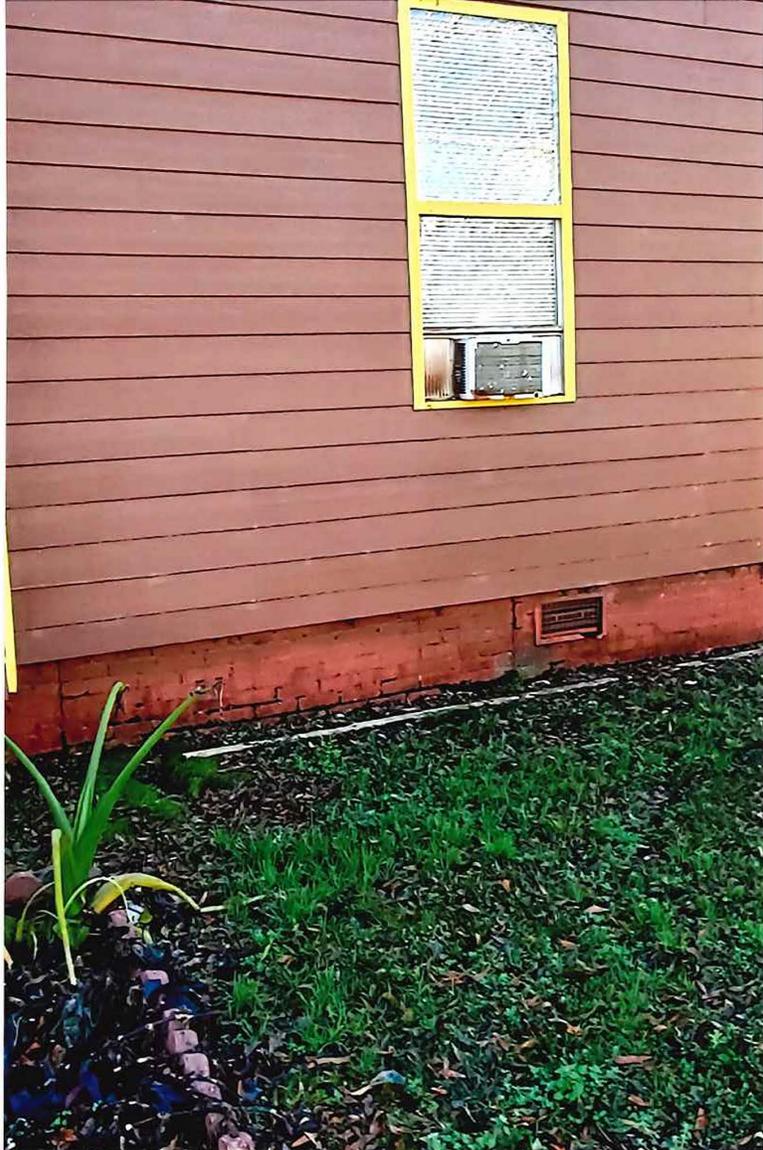
5 Gall Satin Ext

STR#1774
GLIDDEN
 BASE: **GL6912**
 Glidden Prem Ext Lt / SATIN
 (CM) Behr Earth Fired Red - CM

CLRNT	IL	LL	TL
OZ	34	24	8
384th	284	204	324

5-GALLON- 5/18/2020 (CAW)

177420252783
 NOT RETURNABLE



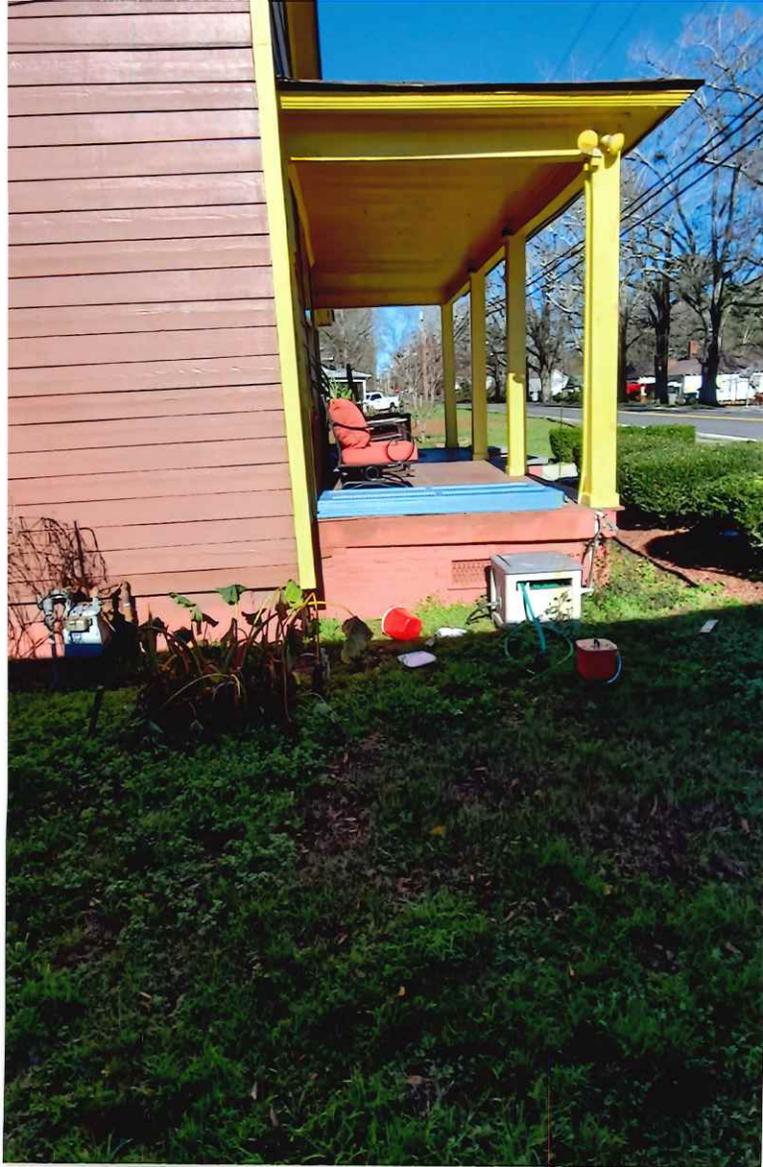
1244 S Madison- Garrett Residence



1244 S Madison- Garrett Residence



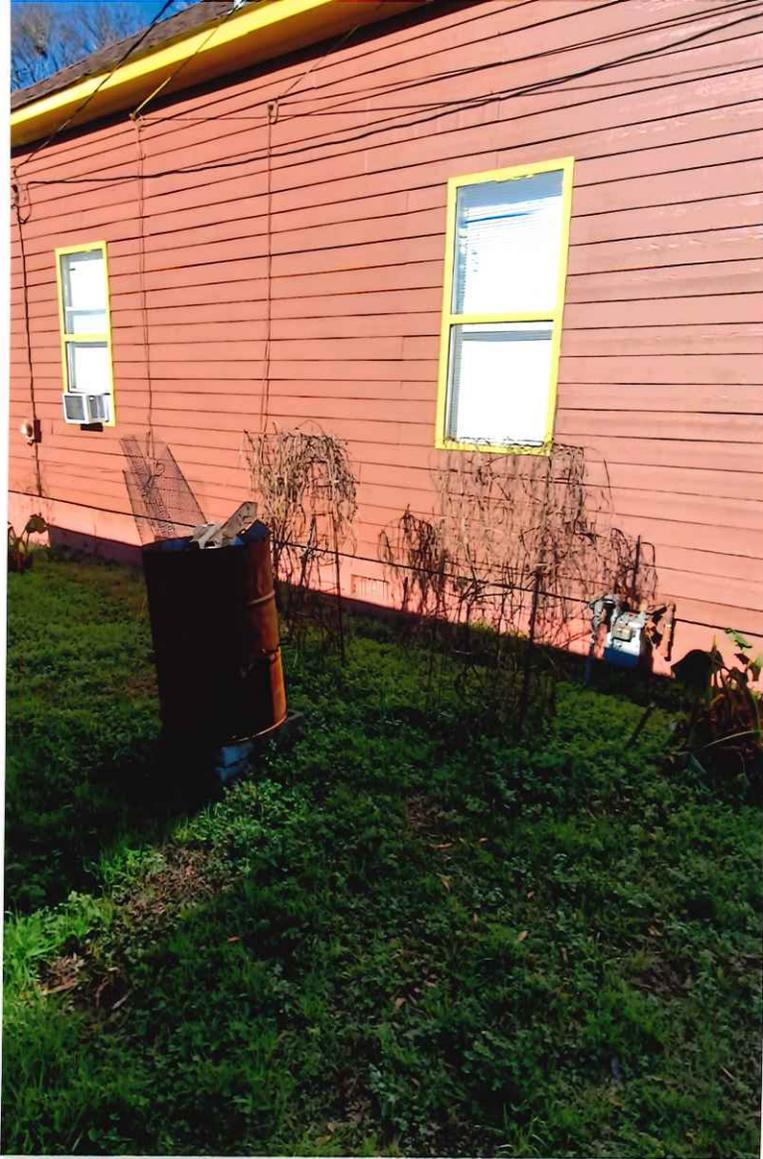
1244 S Madison- Garrett Residence



1244 S Madison- Garrett Residence



1244 S Madison- Garrett Residence



1244 S Madison- Garrett Residence



1244 S Madison- Garrett Residence



1244 S Madison- Garrett Residence



1244 S Madison- Garrett Residence



1244 S Madison rear yard



Neighbor across Atha St



Neighbor across Atha St



Front elevation of proposed building



Distance between main house and proposed dwelling is 30 feet

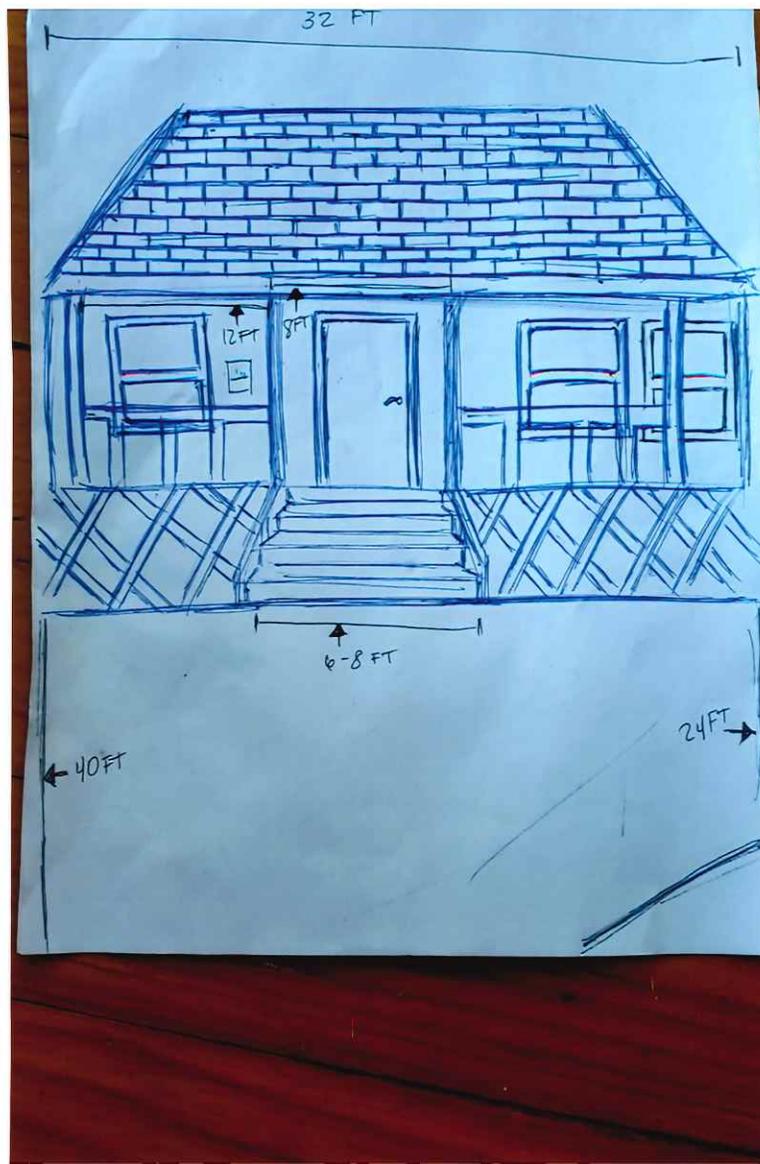


Distance between main house and proposed dwelling is 30 feet



Distance between main house and proposed dwelling is 30 feet

Proposed driveway to Atha St will run across width of the proposed dwelling 32 feet; from the right side of the house (as you look at it) it is 24 feet to the road and 40 feet to the road from the left side of the house.





Proposed driveway area; the right side (24 feet from house to road)



Proposed driveway area



City of Monroe

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

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	547	DESCRIPTION:	HISTORIC PRESERVATION COA ADDITION & EXTERIOR CHANGES
JOB ADDRESS:	143 W 5th St	LOT #:	
PARCEL ID:	M0200151	BLK #:	
SUBDIVISION:		ZONING:	R-1A
ISSUED TO:	Stone Family Investments LLC	CONTRACTOR:	Stone Family Investments LLC
ADDRESS:	PO Box 1344	ADDRESS:	PO Box 1344
CITY, STATE ZIP:	Monroe GA 30655	CITY, STATE ZIP:	Monroe GA 30655
PHONE:	770-841-0214	PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	12/17/2021
VALUATION:	\$ 0.00	EXPIRATION:	6/15/2022
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
FEE TOTAL		\$ 10.00
PAYMENTS		\$ -10.00
BALANCE		\$ 0.00

NOTES:

This request for a COA for a rear addition and exterior changes will be heard by the Historic Preservation Commission on December 28, 2021 at 6:00pm in the Council Chambers at City Hall, 215 N. Broad St. Monroe, GA 30655

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(APPROVED BY)

12/17/21
DATE



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

Receipt Number: R00306834 36
Cashier Name: LAURA WILSON
Terminal Number: 34
Receipt Date: 12/17/2021 2:10:48 PM

Transaction Code: BP - Building Projects Payment

Payment Method: Check Payn Reference: 1549

Name: Stone Family Investments	\$10.00
Total Balance Due:	\$10.00
Amount: \$10.00	
Total Payment Received:	\$10.00
Change:	\$0.00

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I acknowledge that I have read this material and will abide by the ordinances set forth.



 Signature of Applicant

12/15/2021

 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: 12/15/2021

APPLICANT: Family Stone Investments, LLC Bill Stone

APPLICANT'S ADDRESS: PO Box 1344, Monroe, Ga. 30655

TELEPHONE NUMBER: 770/841-0214

PROPERTY OWNER: Family Stone Investments, LLC

OWNER'S ADDRESS: PO Box 1344, Monroe, Ga. 30655

TELEPHONE NUMBER: 770/841-0214

PROJECT ADDRESS: 143 W 5th Street, Monroe, Ga. 30655

Brief description of project: Renovate existing structure to include all new mechanical systems, new windows, new exterior siding, new roof as well as all interior finish items. A 10' X 14' addition will be added to the rear to create a true two bedroom home. I have attached plans and a list of specifications to be followed.

(Continue on separate sheet, if necessary.)

Bill Stone
Applicant

12/15/2021
Date

RECEIVED
#547

Original floor
plan layout

