



Historic Preservation

AGENDA

March 27, 2018
City Hall

-
- I. **CALL TO ORDER**
 - II. **ROLL CALL**
 - III. **MINUTES OF PREVIOUS MEETING**
 1. Minutes of Previous Meeting - February 27, 2018
 - IV. **REQUESTS**
 1. Request for COA for Fence - 403 E Church Street
 - V. **OLD BUSINESS**
 1. Request for COA revisit - 101 N Broad Street
 - VI. **NEW BUSINESS**
 - VII. **ADJOURNMENT**



Historic Preservation

AGENDA

March 27, 2018

Item:

Minutes of Previous Meeting - February 27, 2018

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [Minutes of Previous Meeting](#)

Historic Preservation Commission
Minutes
February 27, 2018

Present: Mitch Alligood
Susan Brown
Marc Hammes
Faye Brassie
Crista Carrell

Absent: None

Staff: Debbie Adkinson, Code Dept Assistant
Patrick Kelley, Director of Planning & Development

Visitors: Chris & Mindy Barber, Ted Locke, Andrea Carter, Wendy Knight, Matt Tarpley, J.D. Crow, Mark & Brittany Hayes, Nathan Purvis, David Dickinson, Don Parsons, Ginny Vanoostrom, Jim & Diane Draper

Meeting called to order at 6:02 pm.

Acting Chairman Mitch Alligood entertained a motion to approve the minutes of October 24, 2017 as submitted. Susan made a motion to approve. Marc seconded. Motion Carried. Minutes approved.

The Commission decided to amend the agenda to place the first item at the end of the list due to no representative available. Marc made a motion to amend the agenda. Crista seconded. Motion passed unanimously

The first item of business is an application for COA for petition # 18-00055 at 221 W Highland Avenue. The applicant, Mark Hayes, request a COA to add two windows in the second story.

Nathan Purvis and Mark Hayes spoke to the request. They ran into a little issue with the gable vents in the attic. They are adding bedrooms to the space in the attic and need ingress egress windows therefore they will have to get rid of the gable vent. They would like to go back with the casement windows that will crank in and out because the windows are low to the floor and this will prevent a child from raising the window and falling out.

Faye asked would the windows be one over one or just one pane.
Nathan stated it would be just one.

Acting Chairman Alligood asked for any other questions. Being none he entertained a motion. Crista made a motion to approve as requested. Faye seconded. Motion passed unanimously. COA granted.

The Second item of business is an application for petition # 118-00074 at 615 East Church Street. The applicant is Algin Properties, owner of the property. The applicants are requesting a COA to replace all existing windows.

Ginny Vanoostrom and Don Parsons spoke to the request. They would like to change out all the windows and replace the doors. They would like to use the double hung windows similar to the ones done at 106 Bold Springs Avenue. They want to go without panes in the windows.

Faye asked if they could use snap in panes because she didn't feel the no pane windows would be appropriate for this house.

Ginny stated they would rather not because they wanted to keep all windows consistent and the ones on side of the house have no panes. She also stated she would like to remove the windows in the added bathroom.

Don stated they want to get the house back to its original state.

With more discussion of the era this house was built in the windows had no panes. They would use a clear pane one over one with no grids.

They want to use either a six light or a three light door on the front of the house. With some discussion they and the commission agreed the half light door would be the best to use.

Acting Chairman Alligood entertained a motion for the windows. Crista made a motion to approve the one over one window's all around. Marc seconded. Motion passed unanimously.

Acting Chairman Alligood entertained a motion for the doors. Faye made a motion to approve the half light doors. Susan seconded. Motion passed unanimously. COA granted.

The third item of business is an application for petition # 18-00060 for 101 N Broad Street. The applicant, P.A.H. Designs LLC for Andrea Carter the owner, request a COA to replace the awning that was destroyed by Hurricane Irma.

Andrea Carter spoke to the request. She would like to replace the awning with a steel awning but is not sure of the exact style without more discussion with the designer. She and the Commission felt it would be better to table the request until she could be sure of the design.

Acting Chairman Alligood entertained a motion. Susan made a motion to table until March 27, 2018 meeting. Crista Seconded. Motion passed unanimously. Application will be heard at the next regular scheduled meeting.

The fourth item of business is an application for petition # 18-00073 for 217 N Jackson Street. The applicant Christopher and Melinda Barber, owners, request a COA to add closet offset, raise roof on garage and adding garage.

Chris Barber and Matt Tarpley spoke to the request. They want to mimic the right side of the house on the left side of the house. They will add a closet by the bathroom and take the shed roof off. They will be raising the roof to get more height in the garage. They will continue the dental trim all the way around.

Acting Chairman Alligood asked if there were more questions. Being none he entertained a motion. Faye made a motion to approve as requested. Crista seconded. Motion passed unanimously. COA Granted.

The fifth item of business is an application for petition # 18-18-00035 for 113 N Broad Street. The applicant JEC Development, owner, request a COA to paint a sign on the façade like the Gallant Belk business had years ago.

Jim Draper of JEC Development spoke to the request. He stated they would like to mimic the old Gallant Belk sign. The picture showed the five tenant signs they would like to hang from the awning. The new name would be Monroe Mercantile CO.

Chairman Alligood asked if there were any other questions. Being none he entertained a motion. Crista made a motion to approve as requested. Marc seconded. Motion passed unanimously. COA Granted.

New Business: Nominations for and election of a new Chairman

Crista nominated Mitch Alligood for chairman. There were no other nominations. Mitch accepted. Crista made the motion to approve the nomination. Susan Seconded. Motion passed unanimously. We welcome to the Chairman position, Mitch Alligood.

Councilman David Dickinson asked to speak to the Commission on behalf of the Planning and Code Committee and the Council. He gave a synopsis of what the Council's plans are for the City of Monroe. They feel that the Historic Preservation Commission is appreciated and will be an important part of the plans for this city. He invited the commission to come to the Planning and Code Committee.

Chairman Alligood entertained a motion to adjourn. Marc made the motion. Susan seconded. Motion carried. Meeting was adjourned at 6:17 pm.



Historic Preservation

AGENDA

March 27, 2018

Item:

Request for COA for Fence - 403 E Church Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [Request for COA](#)

HISTORIC PRESERVATION REQUEST



215 North Broad Street
 Monroe, GA 30655
 CALLFORINSPECTIONS
 770-207-4674 ... Phone
 dadkinson@monroega.gov

| PERMIT NUMBER | DATE ISSUED | VALUATION | FEE | ISSUED BY |
|---------------|-------------|-----------|----------|-----------|
| 18-00110 | 03/05/2018 | \$ 0.00 | \$ 10.00 | adkinson |

| | | | | | | |
|----------------|------------|--|--------------|---------------------------|-----------|--|
| NAME + ADDRESS | LOCATION | 403 E Church St Monroe, GA 30655 | USEZONE | R-1 | FLOODZONE | |
| | | | PIN | M0016-111-000 | | |
| | CONTRACTOR | JESSE, SUMMER & TINA MITCHELL | SUBDIVISION | | | |
| | | | LOT | | | |
| | | | BLOCK | 0 | | |
| | | 403 E CHURCH St Monroe GA 30655 | UTILITIES... | | | |
| | | | Electric | | | |
| | | | Sewer | | | |
| | | | Gas | | | |
| | OWNER | JESSE, SUMMER & TINA MITCHELL (404 867 2887) 403 E CHURCH St Monroe GA 30655 | PROJECTID# | 403EChurchSt-180305 -1 | | |
| | | EXPIRATIONDATE: | 03/31/2018 | | | |

CHARACTERISTICS OF WORK

| | | |
|---|--------------------|-------------|
| DESCRIPTION OF WORK | DIMENSIONS | #STORIES |
| REQUEST FOR COA FOR FENCE - HPC MTG 3/27/18 @ 6:00 PM - 215 N BROAD STREET | SQUAREFOOTAGE | Sq. Ft. |
| NATURE OF WORK | | #UNITS |
| Other | SINGLE FAMILY ONLY | #BATHROOMS |
| CENSUS REPORT CODE | | #BEDROOMS |
| 855 - * Historic Preservation Request | | TOTAL ROOMS |

NOTICE

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (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 provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

Approved By

Date

3-5-18

MANAGE YOUR PERMIT ONLINE

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00110

PERMIT PIN

55887

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.

Signature of Applicant

9-21-18

Date

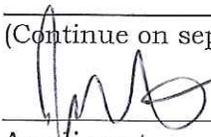
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
MONROE HISTORIC PRESERVATION COMMISSION

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: 2-21-18
APPLICANT: Jesse Mitchell
APPLICANT'S ADDRESS: 403 E Church Street
Monroe, GA 30655
TELEPHONE NUMBER: 404-867-2887
PROPERTY OWNER: Jesse Mitchell
OWNER'S ADDRESS: 403 E Church Street
Monroe, GA 30655
TELEPHONE NUMBER: 404-867-2887
PROJECT ADDRESS: 403 E Church Street
Monroe, GA 30655

Brief description of project: Erecting a 6ft tall wooden fence adjacent to the backsides of the house.

(Continue on separate sheet, if necessary.)


Applicant

2-21-18
Date







Historic Preservation

AGENDA

March 27, 2018

Item:

Request for COA revisit - 101 N Broad Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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HISTORIC PRESERVATION REQUEST



215 North Broad Street
 Monroe, GA 30655
 CALLFORINSPECTIONS
 770-207-4674 ... Phone
 dadkinson@monroega.gov

| PERMIT NUMBER | DATE ISSUED | VALUATION | FEE | ISSUED BY |
|---------------|-------------|-----------|----------|-----------|
| 18-00060 | 02/16/2018 | \$ 0.00 | \$ 10.00 | adkinson |

| | | | | | | |
|----------------|------------|---|-----------------|---------------------------|-----------|----|
| NAME + ADDRESS | LOCATION | 101 N Broad St Ste B Monroe, GA 30655 | USEZONE | B-2/CBD | FLOODZONE | No |
| | | | PIN | M0014-064-000 | | |
| | CONTRACTOR | P. A. H. Designs LLC | SUBDIVISION | CORRIDOR OVERLAY DISTRICT | | |
| | | | LOT | | | |
| | | 2392 Hancock Dr Social Circle GA 30025 | BLOCK | 0 | | |
| | | | UTILITIES... | | | |
| | | | Electric | | | |
| | | | Sewer | | | |
| | | | Gas | | | |
| | OWNER | IRA SERVICES TRUST COMPANY FBO John Carter, 770 712 0593 1701 Nunnally Farm Rd Monroe GA 30655 | PROJECTID# | 101NBroadSt-180216-1 | | |
| | | | EXPIRATIONDATE: | 03/31/2018 | | |

CHARACTERISTICS OF WORK

| | | |
|--|--------------------|-------------|
| DESCRIPTION OF WORK | DIMENSIONS | #STORIES |
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| Other | SINGLE FAMILY ONLY | |
| CENSUS REPORT CODE | | #BATHROOMS |
| 855 - * Historic Preservation Request | | #BEDROOMS |
| | | TOTAL ROOMS |

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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 provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

2/16/18

Approved By

Date

2-16-18

MANAGE YOUR PERMIT ONLINE

| | | |
|---|---------------|------------|
| WEB ADDRESS | PERMIT NUMBER | PERMIT PIN |
| http://BuildingDepartment.com/project | 18-00060 | 55722 |

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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)]

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

Signature of Applicant

2/16/18

Date

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MONROE HISTORIC PRESERVATION COMMISSION

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DATE: 2/16/18
APPLICANT: PAUL Holbrook c/o ANDREA Carter
APPLICANT'S ADDRESS: 2392 Hancock Dr.
SOCIAL CIRCLE GA 30025
TELEPHONE NUMBER: 404 877.8339

PROPERTY OWNER: ANDREA Carter
OWNER'S ADDRESS: 101 NORTH BROAD
MONROE GA 30655
TELEPHONE NUMBER: 770 712 0593

PROJECT ADDRESS: 101 NORTH BROAD
MONROE GA 30655

Brief description of project: putting new awning back
in place of old, that blew down.

(Continue on separate sheet, if necessary.)

PAUL Holbrook
Applicant

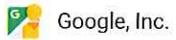
2/16/18
Date

101 N Broad St



Image capture: Apr 2016 © 2018 Google

Monroe, Georgia



Street View - Apr 2016



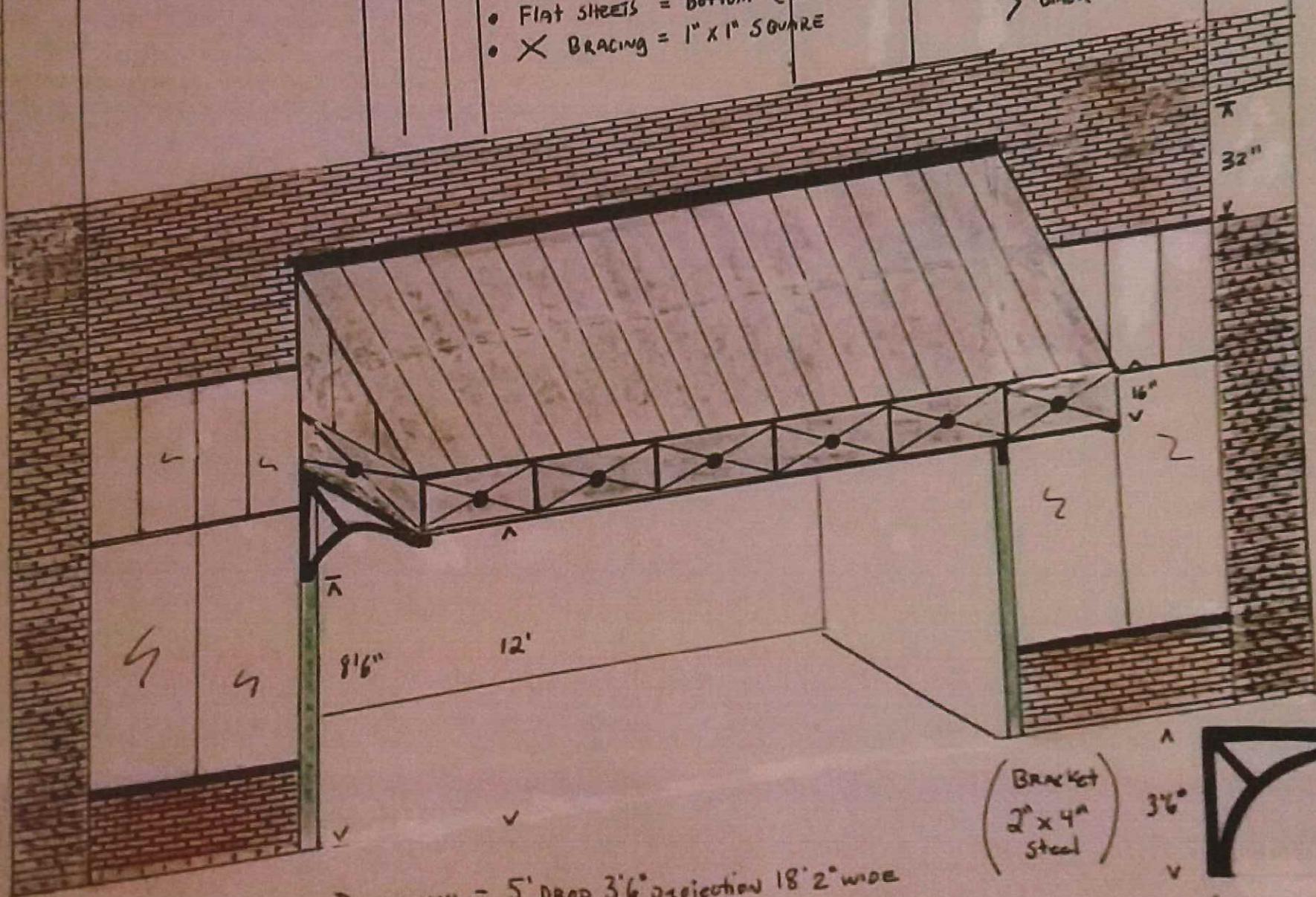
Previous address

101 NORTH BROAD

ALL METAL AWNING

- STANDING SEAM = UPPER
- FLAT SHEETS = BOTTOM - (BEHIND X BRACING)
- X BRACING = 1" X 1" SQUARE

> CHARCOAL GRAY
> BLACK



DIMENSIONS = 5' DROP 3'6" projection 18'2" wide
VAIANCE = 16" RIGID WITH X BRACING

(Bracket
2" x 4"
Steel)

