



## Historic Preservation

### AGENDA

May 22, 2018  
City Hall

---

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **MINUTES OF PREVIOUS MEETING**
  1. Minutes of Previous Meeting - April 24, 2018
- IV. **REQUESTS**
  1. Request for COA - 502 East Church Street
  2. Request for COA - 112 W Fifth Street
  3. Request for COA - 408 Knight Street
  4. Request for COA - 217 N Jackson Street
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
- VII. **ADJOURNMENT**



## Historic Preservation

### AGENDA

May 22, 2018

**Item:**

Minutes of Previous Meeting - April 24, 2018

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Minutes of Previous Meeting](#)

Historic Preservation Commission  
Minutes  
April 24, 2018

Present: Mitch Alligood  
Susan Brown  
Faye Brassie  
Crista Carrell

Absent: Marc Hammes

Staff: Patrick Kelley – Director of Code and Planning  
Debbie Adkinson, Code Dept Assistant

Visitors: Sandra Shurling, Joyce Cox, Walter R Cox Jr., Brittany Hayes, Jim Laird, Jonathan Davis

Meeting called to order at 6:01 pm.

Chairman Alligood entertained a motion to approve the minutes of March 27, 2018 as submitted. Crista made a motion to approve. Susan seconded. Motion Carried. Minutes approved.

**The first item of business** is an application for COA for petition # 18-00141 at 204 Walton Street. The applicant, Mark Hayes, request a COA to redesign brick fence and gate that was damaged by a tree.

Chairman Alligood asked if there was a representative. Brittany Hayes, wife of the applicant spoke to the request. She stated they had found the right brick to replace the damaged area but that they would like to change the iron gate with a wooden gate as seen in the picture supplied.

Chairman Alligood asked for any more questions or discussion.  
Faye asked if the top would be lower than the top of the columns.  
Brittany stated it would be.

Chairman Alligood entertained a motion to approve. Susan made a motion. Crista seconded. Motion passed unanimously. COA Granted.

**The Second item of business** is an application for petition # 18-00155 at 203 N Jackson Street. The applicant Jonathan Davis is the owner of the property. He is requesting a COA to remove shutters from 2<sup>nd</sup> floor and to replace one window.

Jonathan Davis spoke to the request. He stated they want to replace the window that is on the side of the house and part of an addition done in the 70's and leaks air and water. They will also remove shutters when they paint the house and would like to leave the shutters on the 2<sup>nd</sup> floor off.

The commission consensus is that if he decides to leave all shutters off that would be fine as there were none originally. He asked if they wanted to leave some on the front porch area would that be ok. The Commission agreed.

Fay asked about the existing window materials.  
Jonathan stated it is aluminum. He says the replacement window will have to be custom made due to the odd size. It will be out of wood or vinyl.

Chairman Alligood asked for a motion to approve. Crista made a motion. Susan seconded. Motion passed unanimously. COA Granted.

New Business: Mr. Jim Laird of Walton Street asked if what policies or processes you go through when someone does an architectural change to the house without approval.

Patrick stated we would need a complaint and investigate it to see what actions would be necessary. Mr. Laird stated it is light fixtures on a house across from him. Chairman Alligood stated this would be investigated.

Chairman Alligood asked if there was any other new business. Fay asked if anyone else felt the Commission needed to be more involved in other meetings such as Council meetings or DDA Meetings. There was some concern of the murals going up in the city on the historic buildings without the HPC being involved. Patrick suggested they attend the DDA meetings to hear what they are making plans to do downtown.

There was more discussion of other ways the Historic Preservation Commission can be involved.

Chairman Alligood entertained a motion for adjournment. Susan made a motion. Crista Seconded. Meeting Adjourned at 6:20 pm.



## Historic Preservation

### AGENDA

May 22, 2018

**Item:**

Request for COA - 502 East Church Street

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

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
18-00168	04/23/2018	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS	LOCATION	502 E Church St Monroe, GA 30655	USEZONE	R1	FLOODZONE	
			PIN	M0017-121-000		
	CONTRACTOR	Melvin Music	SUBDIVISION			
			LOT			
		1835 Covenant Trl Monroe GA 30655	BLOCK	0		
	OWNER	3M INVESTMENTS LLC,	UTILITIES...			
			Electric			
			Sewer			
		1835 Covenant Trl Monroe GA 30655	Gas			
			PROJECTID#	502EChurchSt-180423 -1		
		EXPIRATIONDATE:	05/31/2018			

## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS	#STORIES
Request for COA - HPC Meeting 5/22/18 @ 6:00 pm - 215 N Broad Street	SQUAREFOOTAGE	Sq. Ft.
NATURE OF WORK		#UNITS
Other	SINGLE FAMILY ONLY	
CENSUS REPORT CODE		#BATHROOMS
855 - * Historic Preservation Request		#BEDROOMS
		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

4/23/18

Approved By

Date

4-23-18

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
<a href="http://BuildingDepartment.com/project">http://BuildingDepartment.com/project</a>	18-00168	56073

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: 4/23/18

APPLICANT: Melvin Music

APPLICANT'S ADDRESS: 1835 Government Trail Monroe GA 30055

TELEPHONE NUMBER: 404 319 6316

PROPERTY OWNER: Melvin Music

OWNER'S ADDRESS: (Same as above)

TELEPHONE NUMBER: (same)

PROJECT ADDRESS: 502 East Church Street  
Monroe GA 30055

Brief description of project: The home had no porch rails  
around the front porch. I installed them for  
safety and painted them to match the home.  
I did not realize I needed permission

(Continue on separate sheet, if necessary.)

[Signature]  
Applicant

4/23/18  
Date

## 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.

**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)].

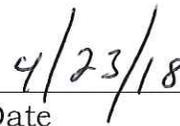
“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

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

502 E Church St





## Historic Preservation

### AGENDA

May 22, 2018

**Item:**

Request for COA - 112 W Fifth Street

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Request for COA](#)

# HISTORIC PRESERVATION REQUEST



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

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00184	05/03/2018	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS	LOCATION 112 Fifth St Monroe, GA 30655	USEZONE R2	
		PIN M0018-062-000	FLOODZONE
		SUBDIVISION WALTON MILLS	
	CONTRACTOR Yvonne Stephens	LOT 71	
		BLOCK 0	
	112 W Fifth St Monroe GA 30655	UTILITIES...	
		Electric	
		Sewer	
		Gas	
	OWNER Elaine And Scott Millians ()	PROJECTID# 112FifthSt-180503-1	

EXPIRATIONDATE: 06/30/2018

## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS	#STORIES
Request for COA for metal building- HPC Mtg 5/22/18 @ 6:00 pm 215 N Broad Street	SQUAREFOOTAGE	Sq. Ft.
NATURE OF WORK		#UNITS
Other	SINGLE FAMILY ONLY	
CENSUS REPORT CODE		#BATHROOMS
855 - * Historic Preservation Request		#BEDROOMS
		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.

Yvonne Stephens  
 Signature of Contractor or Authorized Agent

Albrie Adkinson  
 Approved By

5-3-18  
 Date

5-3-18  
 Date

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
<a href="http://BuildingDepartment.com/project">http://BuildingDepartment.com/project</a>	18-00184	56145

## 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.

**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

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: 5-2-2018

APPLICANT: Yvonne Stephens

APPLICANT'S ADDRESS: 112 West Fifth Street  
Monroe Ga. 30655

TELEPHONE NUMBER: (678) 790-8846

PROPERTY OWNER: Scott Millians

OWNER'S ADDRESS: 579 Check Rd  
Monroe Ga. 30655

TELEPHONE NUMBER: (770) 267-9628 (work number)

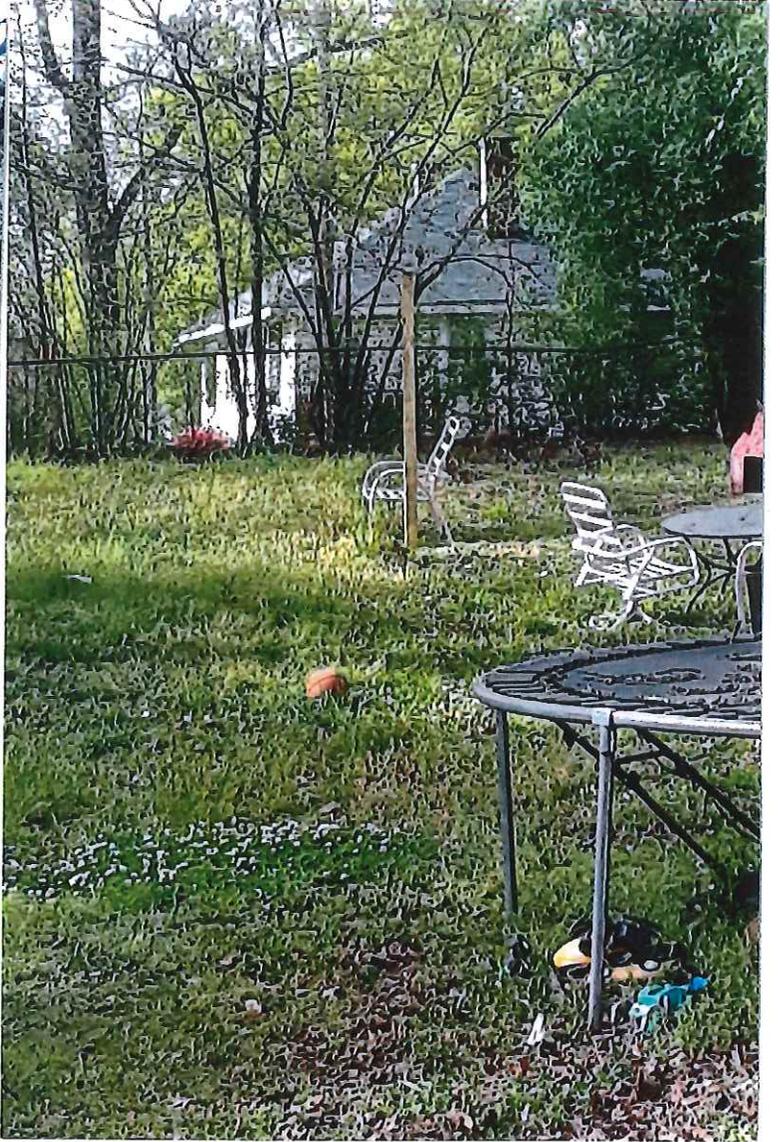
PROJECT ADDRESS: 112 West Fifth Street  
Monroe Ga. 30655

Brief description of project: Storage enclosed Carport  
to put outside materials in to keep  
from being seen in yards  
size 12 x 21 Both sides enclosed  
with a 6x6 garage door  
or per the Stephens

(Continue on separate sheet, if necessary.)

Yvonne Stephens  
Applicant

5-2-2018  
Date



**FREE**  
INSTALLATION  
ON YOUR  
LEVEL LAND!

QUALITY BUILDINGS & GREAT SERVICE  
MAKE OUR CUSTOMERS SATISFIED

# STANDARD CARPORTS

## ROUND 5'

STARTING AT  
**\$595.00**

### Basic Includes:

Center Braces, 4 Corner Braces,  
5Ft. Legs, 29G Roof, 14G Frame,  
& Anchors (Rebar or Concrete)



\*Baserail Length is always 1' shorter than roof

12 x 21	18 x 21	20 x 21	22 x 21	24 x 21
\$595	\$695	\$995	\$1195	\$1295
12 X 26	18 x 26	20 x 26	22 x 26	24 x 26
\$895	\$995	\$1195	\$1495	\$1595
12 X 31	18 x 31	20 x 31	22 x 31	24 x 31
\$1095	\$1195	\$1495	\$1795	\$1995
12 X 36	18 x 36	20 x 26	22 x 36	24 x 36
\$1295	\$1395	\$1795	\$2095	\$2295
12 X 41	18 x 41	20 x 41	22 x 41	24 x 41
\$1495	\$1695	\$2095	\$2495	\$2695

## A-FRAME 6'

STARTING AT  
**\$695.00**

### Basic Includes:

Center Braces, 4 Corner Braces,  
6Ft. Legs, 29G Roof, 14G Frame  
& Anchors (Rebar or Concrete)



\*Baserail Length is always 1' shorter than roof

12 x 21	18 x 21	20 x 21	22 x 21	24 x 21
\$695	\$795	\$1095	\$1295	\$1495
12 x 26	18 x 26	20 x 26	22 x 26	24 x 26
\$995	\$1095	\$1295	\$1595	\$1895
12 x 31	18 x 31	20x 31	22 x 31	24 x 31
\$1195	\$1395	\$1595	\$1895	\$2195
12 x 36	18 x 36	20 x 36	22 x 36	24 x 36
\$1395	\$1595	\$1895	\$2195	\$2595
12 x 41	18 x 41	20 x 41	22 x 41	24 x 41
\$1695	\$1895	\$2295	\$2695	\$3095

## VERTICAL 6'

STARTING AT  
**\$995.00**

### Basic Includes:

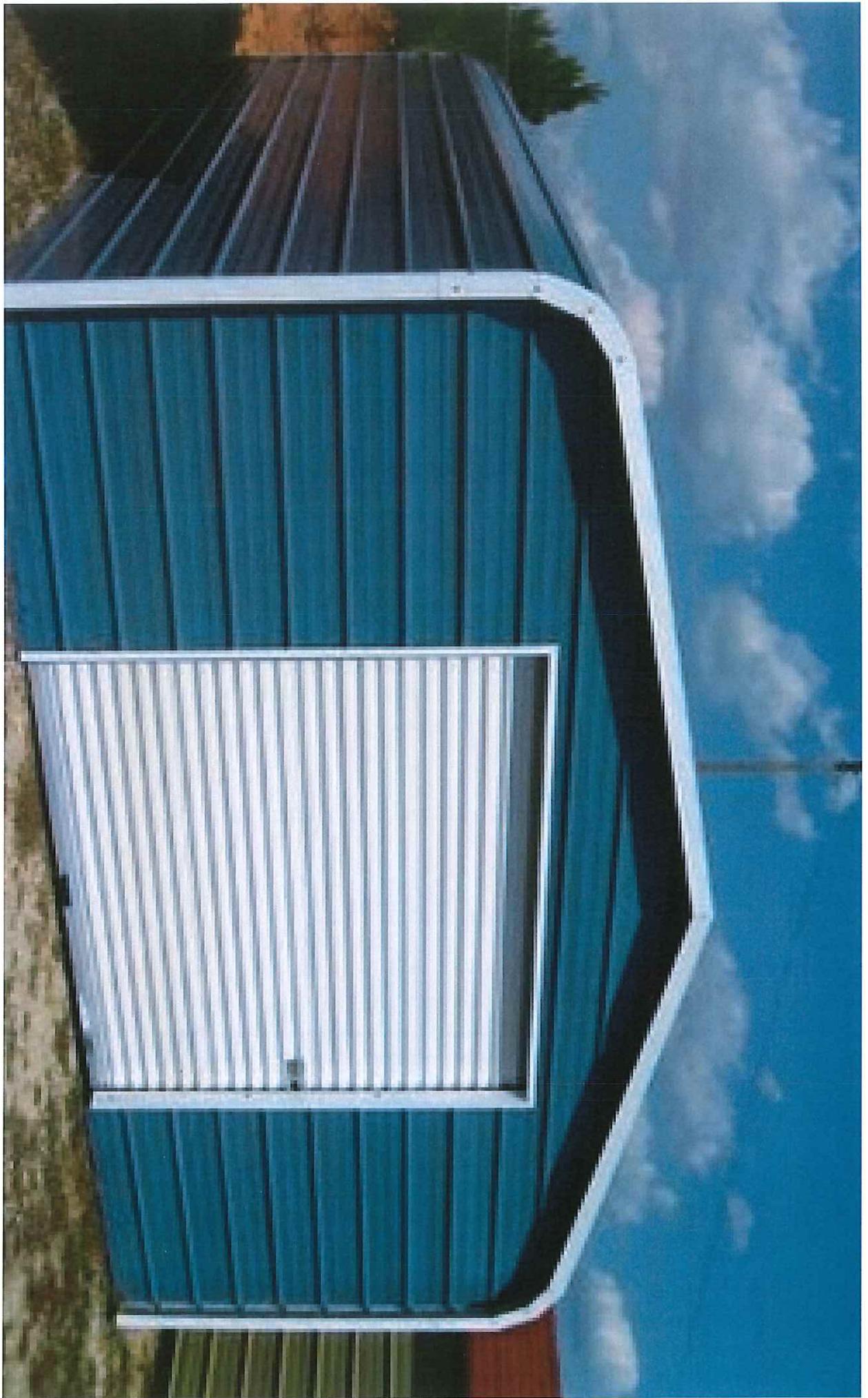
Center Braces, 4 Corner Braces,  
6Ft. Legs, 29G Roof, 14G Frame  
& Anchors (Rebar or Concrete)



12 x 21	18 x 21	20 x 21	22 x 21	24 x 21
\$995	\$1095	\$1295	\$1595	\$1695
12 x 26	18 x 26	20 x 26	22 x 26	24 x 26
\$1395	\$1495	\$1695	\$1995	\$2095
12 x 31	18 x 31	20 x 31	22 x 31	24 x 31
\$1695	\$1795	\$1995	\$2395	\$2595
12 x 36	18 x 36	20 x 36	22 x 36	24 x 36
\$1995	\$2095	\$2395	\$2795	\$2995
12 x 41	18 x 41	20 x 41	22 x 41	24 x 41
\$2295	\$2495	\$2695	\$3295	\$3495

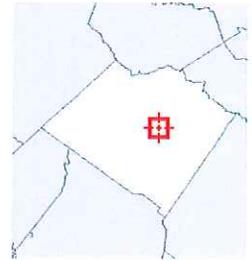
13 COLORS AVAILABLE (colors may vary slightly)

- White
- Black
- Pebble Beige
- Clay
- Burgundy
- Slate Blue
- Evergreen
- Brown
- Sandstone
- Light Gray
- Quaker Gray
- Tan
- Barn Red





Overview



Legend

-  Parcels
-  Roads
- City Limits**
-  Between
-  Good Hope
-  Jersey
-  Loganville
-  Monroe
-  Social Circle
-  Walnut Grove
-  Streams and River (Large)

<b>Parcel ID</b>	M0180062	<b>Owner</b>	MILLIANS SCOTT	<b>Last 2 Sales</b>			
<b>Class Code</b>	Residential		% RICKY & YVONNE STEPHENS	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Taxing District</b>	Monroe		152 FIFTH ST	10/20/2005	\$53000	UI	U
	Monroe		MONROE GA 30655	2/1/2005	\$65431	UI	U
<b>Acres</b>	0.24	<b>Physical Address</b>	112 FIFTH STREET				
		<b>Assessed Value</b>	Value \$44800				

(Note: Not to be used on legal documents)

Date created: 5/3/2018  
 Last Data Uploaded: 5/3/2018 8:10:09 AM

 Developed by  
 The Schneider Corporation

Date - 3-23-18

To Whom it may concern

As Mortgage Holder of the house and lot located at 112 west 5th street in Monroe, LA. I give my permission to Ricky Stephens to put an 18x21 out building on said lot for storage purposes.

Wayne Scott Millians

Wayne Scott Millians



## Historic Preservation

### AGENDA

May 22, 2018

**Item:**

Request for COA - 408 Knight Street

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Request for COA](#)

# HISTORIC PRESERVATION REQUEST



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

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00207	05/14/2018	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS	LOCATION	408 Knight St Monroe, GA 30655	USEZONE	R2	FLOODZONE	
			PIN	M0017-214-000		
			SUBDIVISION	MONROE COTTON MILLS		
	CONTRACTOR	Christopher Carpentier	LOT	32 33		
			BLOCK	0		
		283 Colima Ave Athens GA 30606	UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	Hope Monroe, Inc., 770 267 8256	PROJECTID#	408KnightSt-180511-1		
	338 N Broad St Monroe GA 30655	EXPIRATIONDATE:	11/11/2018			

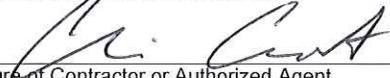
## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS	#STORIES
REQUEST FOR COA - HPC MEETING 5/22/18 @ 6:00 PM-215 N BROAD STREET	SQUARE FOOTAGE	Sq. Ft.
NATURE OF WORK		#UNITS
Other	SINGLE FAMILY ONLY	
CENSUS REPORT CODE		#BATHROOMS
855 - * Historic Preservation Request		#BEDROOMS
		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

5/14/18  
 Date

  
 Approved By

5-14-18  
 Date

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
<a href="http://BuildingDepartment.com/project">http://BuildingDepartment.com/project</a>	18-00207	56220

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: 5/9/18

APPLICANT: Christopher Carpenter

APPLICANT'S ADDRESS: 283 Colima Ave  
Athens GA 30606

TELEPHONE NUMBER: 678.602.9991

PROPERTY OWNER: HOPE Monroe Inc.

OWNER'S ADDRESS: 338 N. Broad St.  
Monroe, GA 30655

TELEPHONE NUMBER: —

PROJECT ADDRESS: 408 Knight St  
Monroe, GA 30655

Brief description of project: Repair of exterior siding with original wood siding. Replace front door with appropriate mill house style door. Replace windows with identical frame and pane style.

(Continue on separate sheet, if necessary.)

Cris Carpenter  
Applicant

5/9/18  
Date

Revised 6/29/17

## 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.

**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.**

Chris Cipriano  
Signature of Applicant

5/9/18  
Date







THE COMMUNITY DEVELOPMENT CENTER  
**HOPE**  
montroe  
FOR MORE INFORMATION VISIT [www.hopemontroe.org](http://www.hopemontroe.org)













Door 4661-VA (LOW-E IG) in Fir with Modified Ovolo Sticking



Door 412-VA (LOW-E IG) in Fir with Modified Ovolo Sticking



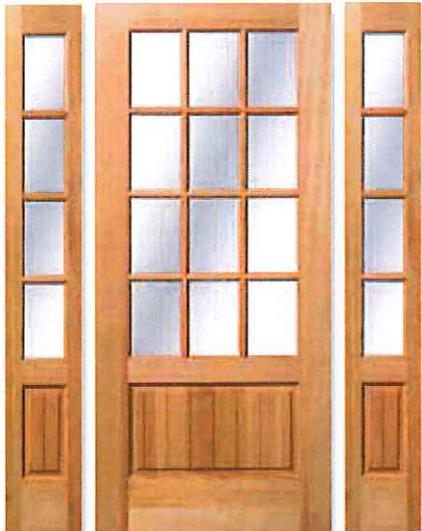
Door 412-V shown in Fir



Door 4082-V in Fir with Ovolo Sticking



Door 4661-V (LOW-E) and Side Lites 4661-V SL in Fir with Modified Ovolo Sticking



Door 412-V (LOW-E) and Side Lites 4704-V SL in Fir with Modified Ovolo Sticking

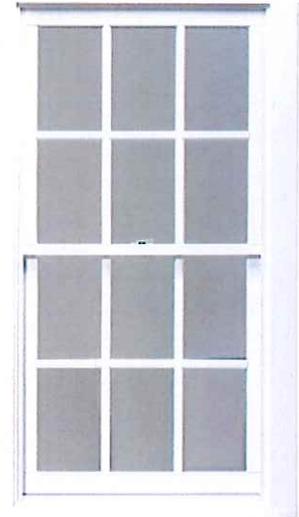
# *Alpha Series: 2100*

## Primed Wood Windows

This is where it all began, bringing back the traditional look of a double hung window. Let the wide stile primed sash give that correct architectural look to enhance the beauty of your home. Along with the durability and weather tightness of the precision made wood window, the engineered design will keep out the cold, heat and dust for years to come. The traditional looking window will improve the curb appeal of your home with the available designs and options to meet the many different styles that you may build.

### Standard Sash Features

- 6/4 wide stile sash parts for strength, durability, insulating values.
- Treated with Wood life 111 water repellent and wood preservative for long life.
- Primed exterior and ready for painting
- Natural interiors ready for painting or staining
- Continuous routed finger lift for easy operation
- Cardinal Low-e 270 11/16" Insulated Glass
- Boot Glaze sashes design to weep the gathering of moisture
- Sashes are design to be easily reglazed in case of broken glass
- Adjustable foam filled weather stripping for a weather tight fit
- Dual action sash locks with adjustable keeper for better security
- Tilt in sashes for ease of cleaning



### Optional Sash Features

- Tan Boot Glaze
- Bronze Sash Locks
- GBG bars-White or Tan
- SDL Options - 7/8" & 1-1/8" profile bars, 7/8" Putty
- Cardinal Low-e 366 glass
- Argon Glass





## Historic Preservation

### AGENDA

May 22, 2018

**Item:**

Request for COA - 217 N Jackson Street

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

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
18-00210	05/14/2018	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS	LOCATION	217 N Jackson St Monroe, GA 30655	USEZONE	R1	FLOODZONE	
			PIN	M0014-020-000		
	CONTRACTOR	Christopher A & Melinda K Barber	SUBDIVISION			
			LOT			
			BLOCK	0		
			UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	Christopher A & Melinda K Barber ()	PROJECTID#	217NJacksonSt-18020 9-1		
		EXPIRATIONDATE:	11/14/2018			

## CHARACTERISTICS OF WORK

### DESCRIPTION OF WORK

REQUEST FOR COA - HPC MTG 5/22/18 @  
 6:00 PM - 215 N BROAD STREET

### NATURE OF WORK

Other

### CENSUS REPORT CODE

855 - \* Historic Preservation Request

### DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLEFAMILYONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTALROOMS	

## 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.

*Melinda K Barber*  
 Signature of Contractor or Authorized Agent

5-14-18  
 Date

*Debbie Adkinson*  
 Approved By

5-14-18  
 Date

## MANAGE YOUR PERMIT ONLINE

### WEBADDRESS

<http://BuildingDepartment.com/project>

### PERMIT NUMBER

18-00210

### PERMIT PIN

56229

## 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.

**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.

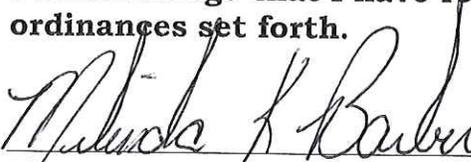
[Sec. 8-4-2(f)]

“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

5-  
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: 5-14-2018

APPLICANT: Melinda & Christopher Barber

APPLICANT'S ADDRESS: 217 N. Jackson Street  
Monroe, GA 30655

TELEPHONE NUMBER: 678-758-2926

PROPERTY OWNER: Christopher & Melinda Barber

OWNER'S ADDRESS: 217 N. Jackson Street  
Monroe, GA 30655

TELEPHONE NUMBER: 678 758-2926

PROJECT ADDRESS: 217 N. Jackson Street  
Monroe, GA 30655

Brief description of project: see attached

(Continue on separate sheet, if necessary.)

Melinda Barber  
Applicant

May 14, 2018  
Date

# Approval from Historical Society

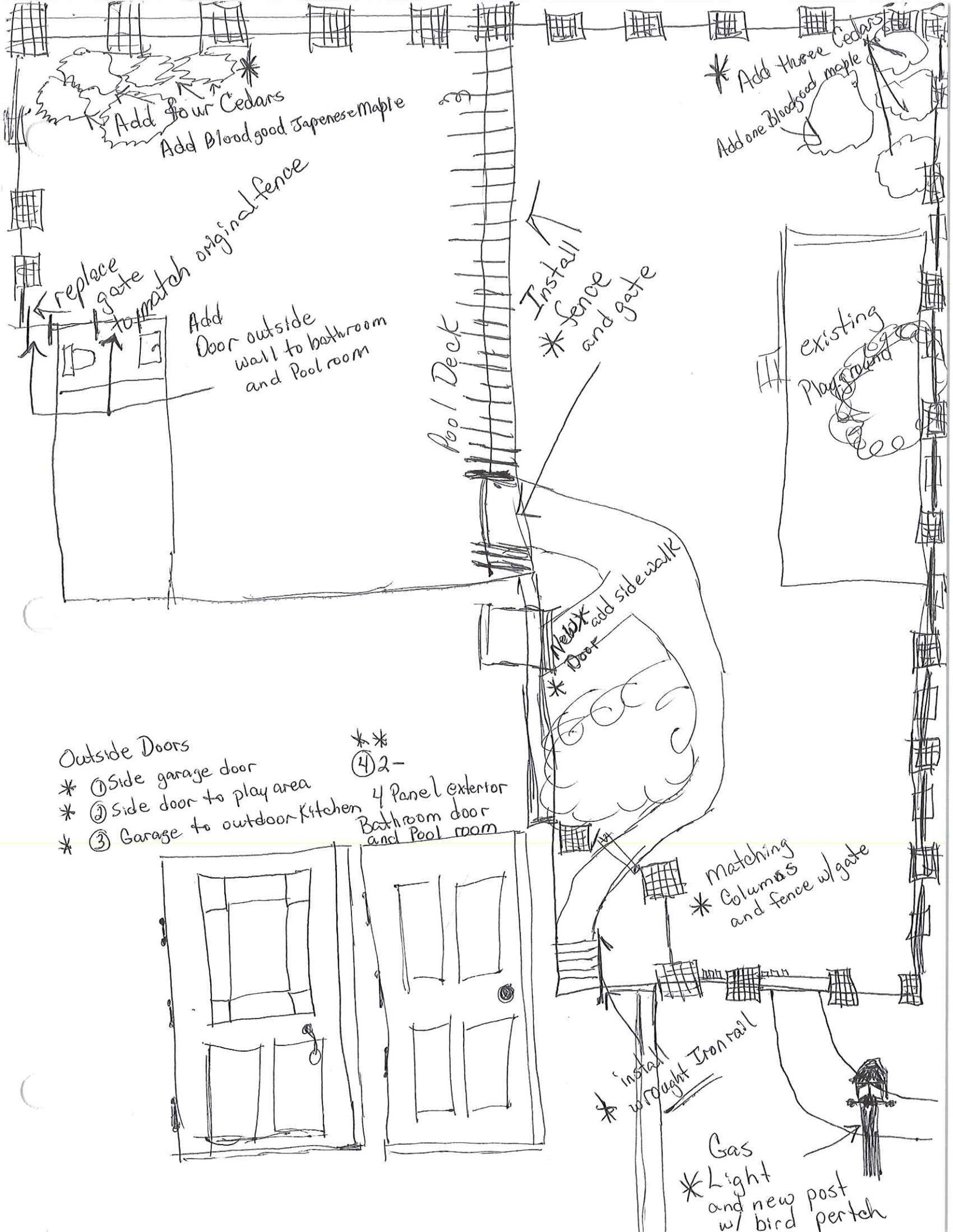
- \* front Porch light's from 48" to 36"
- \* all other outside lights will be original's put in other place
- \* install Door's      craftsman half glass
  - ① Side garage
  - ② garage to outdoor kitchen-pool
  - ③ Side door to play area

solid fourpanel      ① Pool room

   ② Pool 1/2 bath
- \* fencing - reproduce columns and fence like existing fence w/gate leaving front porch to back yard.

New picket fence from back right corner of house to back existing fence to separate pool from ~~pool~~ play area

- \* add side walks from new back door in play area to existing sidewalk
- add side walk from back drive gate to pool area.
- \* add cedar trees and maple trees to back yard.
- \* replace ~~add~~ add gas light w/ bird perch to match front lights and post a front right sidewalk entering back gate from sidewalk off Walton Street app. 36" light and raise light about a foot.
- \* Trellis over both outside doors.



Add four Cedars  
 Add Bloodgood Japanese Maple

\* Add three Cedars  
 Add one Bloodgood maple

replace gate to match original fence

Add Door outside wall to bathroom and Pool room

Install \* fence and gate

existing Playground

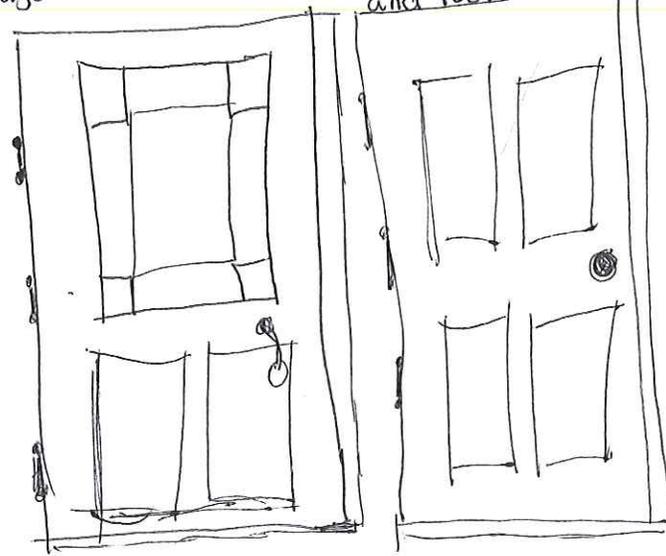
Pool Deck

new \* Door add sidewalk

Outside Doors

- \* ① Side garage door
- \* ② Side door to play area
- \* ③ Garage to outdoor kitchen

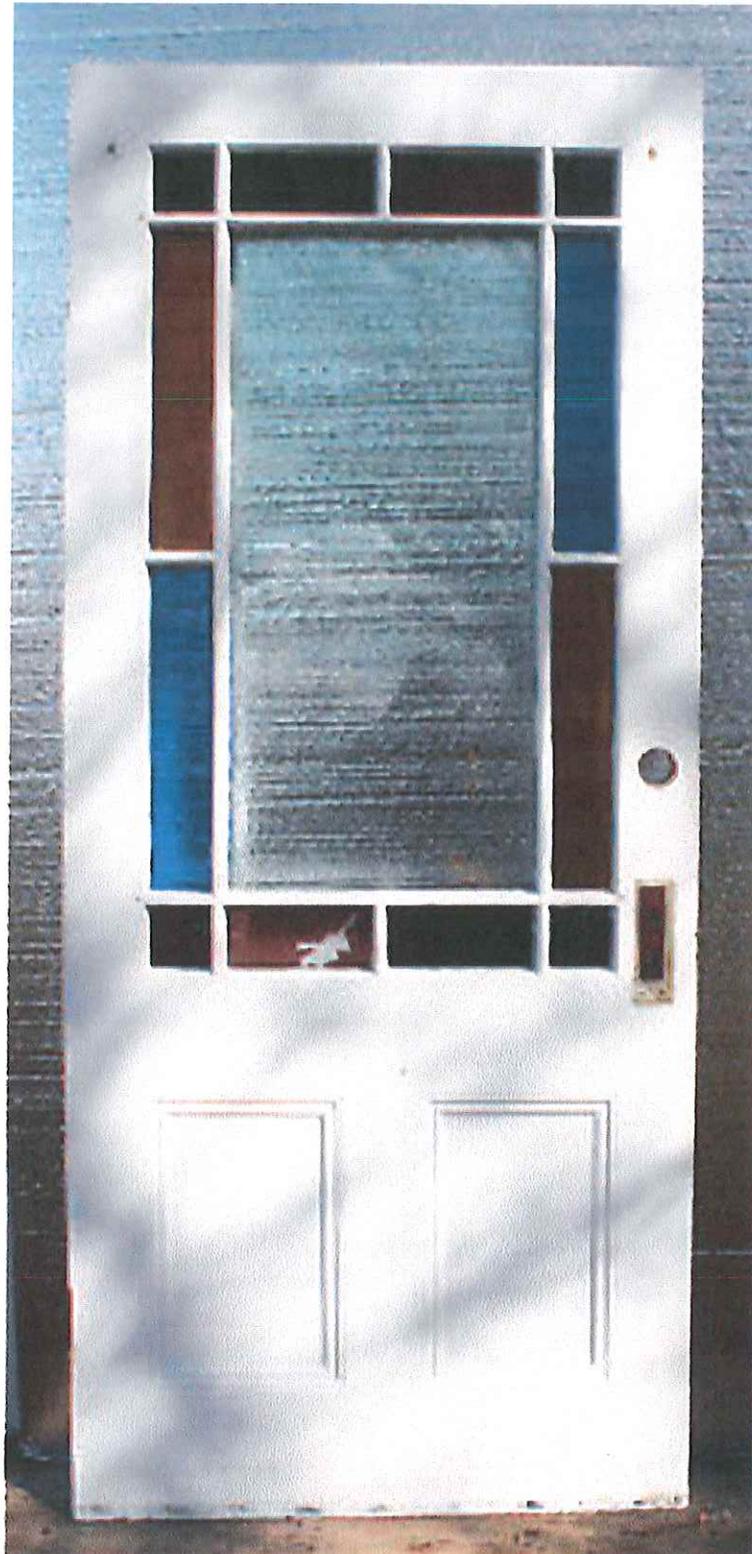
\*\*  
 ④ 2- 4 Panel exterior Bathroom door and Pool room



\* Matching Columns and fence w/ gate

\* install wrought Iron rail

Gas \* Light and new post w/ bird perch



5" Antique Vintage Queen  
wooden Entry Door Window



1/10

View



Classic site





Door  
to Bath



ADD DOOR

make windows match others

ADD FENCE

add two  
brck colams and  
gate to secure pool

