



Historic Preservation Meeting

AGENDA

Tuesday, January 29, 2019

6:00 PM

215 N Broad Street Monroe Ga 30655

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **MINUTES OF PREVIOUS MEETING**

[1.](#) Minutes of Previous Meeting - November 27, 2018

IV. **REQUESTS**

[1.](#) Request for COA for a Fence - 221 W Highland Avenue

[2.](#) Request for COA - 802 South Broad Street

V. **OLD BUSINESS**

VI. **NEW BUSINESS**

VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
November 27, 2018

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

Absent: None

Staff: Patrick Kelley, Director of Code & Development
Debbie Adkinson, Code Department Administrative Assistant
Darrell Stone, Director of Planning and Development

Visitors: Lindsey South, Daniel South, David Butler, Kathleen Farmer, John Howard, Joyce Cox,
Walter R Cox Jr., Ron Smith, Hal Breedlove, Deborah Breedlove, Jim Laird, Lynn Laird,
Betsy Yancey

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

Chairman Alligood made an amendment to the agenda and added the 100 S Broad Street item.

Chairman Alligood entertained a motion for approval of the minutes from October 23, 2018. Hammes made a motion to approve. Brassie seconded. Motion Carried. Minutes approved.

The first item of business is an application for COA for petition # 18-00498 at 308 South Broad Street. The applicant, First Baptist Church of Monroe requests a COA to replace the existing Sanders Walker Memorial park with a parking lot and move the park to the Broad Street side of the parcel.

Hal Breedlove, Representative for First Baptist Church of Monroe spoke to the request. The park abuts the Adult Education annex for the Church. A part of the lot is used as a memorial to Sanders Walker back in the 1940's. They need a more convenient handicap and senior parking that is accessible to the sanctuary. The current handicap ramp is a level grade between the current vacant lot and the entrance across South Wayne Street to our sanctuary at a handicap ramp. They will relocate the Sanders Walker Memorial to the front next to South Broad Street and recreate that with new landscaping.

Chairman Alligood asked for questions.

Carrell – disagrees with the park being a vacant lot. It was donated as a park.

Breedlove – The church did a title search and made sure that any spirit of any agreement for the memorial was honored. There's a verbal or hand shake agreement because there is no legal written covenants of record to prohibit this between the Sanders Walker family and the Church is to honor them by relocating the park and updating it. At the same time keeping the vista open to the church.

Brassie – The only landscaping seen in the application is for Wayne Street.

Breedlove – presented a landscape site plan that had been done and not included in the original application.

After much discussion Chairman Alligood entertained a motion.

Hammes made a motion to table until the next meeting to give more time for them to study the new site plan with landscaping. Brown seconded. Motion carried. Tabled until the January 2019 meeting.

The second item of business is an application for a COA for petition # 18-00497 at 212 Walton Street. The applicant, David Butler is requesting a COA a material change in appearance to land lot to erect a new home on the property and to remove two sections of the brick wall for entrance/driveway.

The applicant David Butler spoke to the request. He is available for any questions.

Chairman Alligood asked for any questions.

Carrell asked what part of the fence would actually be removed.

Butler – The two sections on the west end of the property.

Brassie – Is the house being built as is in the picture?

Butler – it will have a shingle roof and hardi siding.

Chairman Alligood opened the floor for any public comments.

Jim Laird – any possibility a ruling can be made to remove fencing in front of the houses in the historic district should be done.

Lynn Laird – what is square footage of the house and will it be seen from the road.

Butler – 2300 sq ft and yes

Wally Cox – I am curious as to where the driveway is going.

Butler – the west end of the property.

Chairman Alligood entertained a motion. Carrell made a motion to approve. Hammes seconded. Motion carried. COA granted.

Third item of business is an application for a COA for petition # 18-00507 at 100 South Broad Street. The applicant, LTD Holdings LLC request a COA make changes to the store front on both fronts and open old existing windows currently covered with cinder block. They are also requesting approval to build a patio on the rear of the building.

The applicant representatives, Lindsey and Daniel South spoke to the request. They gave a synopsis of the changes they would like to make. They have a rendering of what the buildings will look like once the changes are made. The patio will be made of metal with a concrete floor. They want to restore the windows back and start work on the store fronts. They want to take the buildings back to be very similar to what it once was.

Brassie - The patio will have a curtain type wall around it.

D South – stated it would be made of a metal mesh material

Kelley brought to the attention of the applicant that the lighting around the top of the building may be something that will need a variance.

Chairman Alligood entertained a motion. Brown made a motion to approve. Brassie seconded. Motion carried. COA Granted.

Old Business: None

New Business: None

Chairman Alligood entertained a motion to adjourn. Hammes made a motion. Carrell seconded. Meeting adjourned at 6:40 pm.

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
19-00010	01/03/2019	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS	LOCATION	221 W Highland Ave Monroe, GA 30655	USEZONE	R2	FLOODZONE	No
			PIN	M0014-046-000		
			SUBDIVISION			
	CONTRACTOR	Charles D & Kerri L Brooks	LOT			
			BLOCK	0		
			UTILITIES...			
		221 W Highland Ave Monroe GA 30655	Electric			
			Sewer			
			Gas			
	OWNER	Charles D & Kerri L Brooks (404 713 4336)	PROJECTID#	221WHighlandAve-19 0103-1		
		221 W Highland Ave Monroe GA 30655	EXPIRATIONDATE:	01/31/2019		

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK

REQUEST FOR COA FOR FENCE - HPC
 MEETING 1/29/19 @ 6:00 PM 215 N BROAD
 STREET

NATURE OF WORK

Other

CENSUS REPORT CODE

855 - * Historic Preservation Request

DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLEFAMILY ONLY		
	#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.

Signature of Contractor or Authorized Agent

Date

Heblie Adkins
 Approved By

1-3-19
 Date

MANAGE YOUR PERMIT ONLINE

WEBADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

19-00010

PERMIT PIN

57468

4

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.

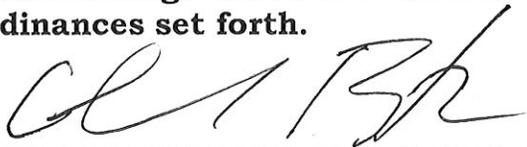
[Sec. 8-4-2(f)]

“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

2 Jan 2019

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 Jan 2019

APPLICANT: Charlie & Kerri Brooks

APPLICANT'S ADDRESS: 221 W Highland Ave

TELEPHONE NUMBER: 404-713-4336 / 404-316-9418

PROPERTY OWNER: Charlie & Kerri Brooks

OWNER'S ADDRESS: 221 W Highland Ave

TELEPHONE NUMBER: 404-713-4336 / 404-316-9418

PROJECT ADDRESS: 221 W Highland Ave.

Brief description of project: Install a fence to contain the rear of the property. (3) sides < back & (2) sides to be black, coated chain link. The fourth side to be wood, cross buck < see photos connecting side fence sections to rear of House. Cont. back of

(Continue on separate sheet, if necessary.) this page

C. Brooks
Applicant

2 Jan 2019
Date

Highland Ave

Driveway

House

Cross Buck
Wood Fence

Gate

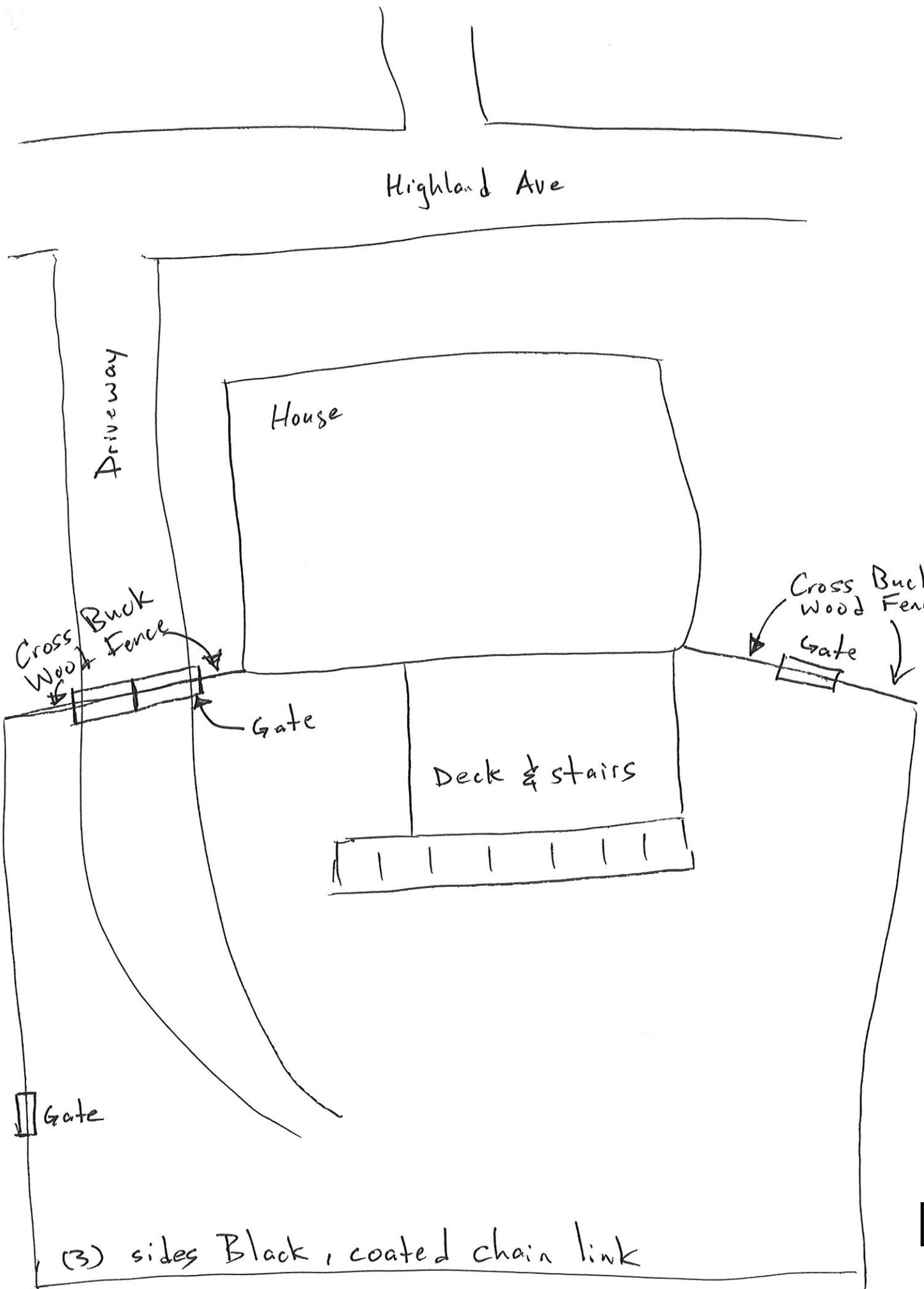
Cross Buck
Wood Fence

Gate

Deck & stairs

Gate

(3) sides Black, coated chain link





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
19-00097	01/18/2019	\$ 0.00	\$ 10.00	adkinson

NAME + ADDRESS	LOCATION	802 S Broad St Monroe, GA 30655	USEZONE	R1A	FLOODZONE	Yes
			PIN	M0019-032-000		
	CONTRACTOR	Carlton H, Lois Meketa & Bethany Brook Swords	SUBDIVISION	WALTON MILLS-CORRIDOR DESIGN OVERLAY DISTRICT		
			LOT	38		
			BLOCK	0		
			UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	Carlton H, Lois Meketa & Bethany Brook Swords (770 601 2754)	PROJECTID#	802SBroadSt-190118-1		
	118 OAK RIDGE Monroe GA 30655	EXPIRATIONDATE:	06/18/2019			

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK

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 6:00 PM 215 N BROAD STREET

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CENSUS REPORT CODE

855 - * Historic Preservation Request

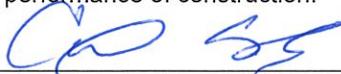
DIMENSIONS

#STORIES	
SQUAREFOOTAGE	Sq. Ft.
#UNITS	
SINGLEFAMILY ONLY	
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 Signature of Contractor or Authorized Agent

1-18-19

 Date



 Approved By

1-18-19

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MANAGE YOUR PERMIT ONLINE

WEBADDRESS

<http://BuildingDepartment.com/project>

PERMITNUMBER

19-00097

PERMITPIN

57744

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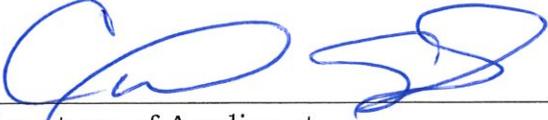
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Signature of Applicant



Date

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MONROE HISTORIC PRESERVATION COMMISSION

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DATE: 1-18-19

APPLICANT: Carlton Swords

APPLICANT'S ADDRESS: 118 Oakridge
Monroe, GA. 30655

TELEPHONE NUMBER: 770-601-2754

PROPERTY OWNER: Carlton Swords

OWNER'S ADDRESS: 802 S. Broad St.
Monroe, GA

TELEPHONE NUMBER: 770-601-2754

PROJECT ADDRESS: 802 S. Broad St.
Monroe, GA. 30655

Brief description of project: Took Aluminum siding off
front of house - Back to original siding
plan on paint. - Took 30" up of siding off
Bad condition - Added stone 30" up.
Added new front door

(Continue on separate sheet, if necessary.)

[Signature]
Applicant

1-18-19
Date





November 4, 2018

