

## COA Historic District Supplemental Information Packet



1. The Historic Preservation Commission meets on the fourth Tuesday of each month in the Council Chambers at City Hall (215 N. Broad St Monroe, GA 30655) at 6:00pm.
2. To be placed on the agenda for that month, a completed application must be turned in **at least 30 days prior** to the meeting date. For example, if the meeting is scheduled for August 22nd, all applications must be turned in by July 24<sup>th</sup>.
3. It is recommended the applicant appear at the meeting on the scheduled time and day to make a presentation to the Commission members.
4. In review of COA applications, the Historic Preservation Commission shall take into account The Secretary of the Interior's Standards for Rehabilitation and the following elements to ensure the exterior form and appearance of the structure is consistent with the historical and visual character of the District:
  - The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
  - The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite buildings.
  - Exterior construction materials including textures and patterns.
  - Architectural detailing such as lintels, cornices, brick bond, and foundation materials
  - Roof shapes, forms, and materials
  - Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration
5. The Code Office will post a notice which will notify all affected property owners of the material change being requested not less than seven days prior to the meeting at which the request for the 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.
6. 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.
7. In review of COA applications, the Historic Preservation Commission shall not consider interior arrangements or use having no effect on exterior architectural features.

### **DEFINITIONS:**

1. "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 one or more of the following:
  - a. A reconstruction or alteration of the size, shape, or façade including any of the architectural elements or details
  - b. Demolition

- c. New construction
  - d. A change in the location of advertising visible from the public right-of-way
  - e. 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
2. “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
  3. “Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property.