



**Jonesboro Historic Preservation Commission  
124 NORTH AVENUE  
March 21, 2022 – 5:30 PM**

## **Agenda**

***NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Clerk's Office via telephone (770-478-3800) or email at [rclark@jonesboroga.com](mailto:rclark@jonesboroga.com) should you need assistance.***

**I. CALL TO ORDER – Chairperson Betsy Wester**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

**IV. OLD BUSINESS - NONE**

1. Historic Preservation Commission to consider a Certificate of Appropriateness for Hearthside Jonesboro – North Avenue; Parcel No. 13240D D015; New ground sign for proposed residential development in Historic District. Revision to sign.

**V. NEW BUSINESS - ACTION ITEMS**

1. Historic Preservation Commission to consider a Certificate of Appropriateness for The Cigar Parlour at 171 North Main Street Parcel No. 13240D C002; Alteration (front deck) on approved plans for new business in Historic District.
2. Historic Preservation Commission to consider a Certificate of Appropriateness for a residence at 207 West Mill Street; Parcel No. 13241C B003; New residence in Historic Residential Overlay.

**VI. ADJOURNMENT**



# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

Agenda Item #

4.1

-1

COUNCIL MEETING DATE

March 21, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Historic Preservation Commission to consider a Certificate of Appropriateness for Hearthside Jonesboro – North Avenue; Parcel No. 13240D D015; New ground sign for proposed residential development in Historic District. Revision to sign.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

City Code Section 86-117 Active Senior Overlay District Architectural Standards; 86-495 Historic District Sign Standards

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes

Beautification, Community Planning, Neighborhood and Business Revitalization, Historic Preservation

Summary &amp; Background

*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Agency recommendation – Approval of revised lighting;** The conditional use permit for a multi-family / duplex development was approved by the City in May 2020, and the Active Senior Overlay District for the subject property was approved the previous month. The North Avenue entrance parcel is zoned H-1 Historic District, on the easternmost edge of the Historic District. The applicant submitted an entrance monument sign for the parcel where the development's driveway will be located along North Avenue back in December 2021:

*The proposed sign will be 6 inches less than 6 feet tall. The actual sign face (each side) will be 27.5 square feet, below the 35 square foot maximum. Most of the sign will be white brick to match the brick on the main multi-family building. The sign is proposed to be externally illuminated by gooseneck lighting. The sign will be quality, but the only issue is that the Historic District does not allow monument signs. Staff is asking for reconsideration of this, in light of the fact that the site is nowhere near the Historic District core and does not directly face Main Street.*

**During the bidding process for the sign, the applicant replaced the gooseneck lighting to uplighting (bottom of sign on revised drawing) due to management and maintenance concerns with the goosenecks. The applicant is seeking to remove the gooseneck lights from the Certificate of Appropriateness and use the uplighting instead.**

Fiscal Impact

*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

Private developer

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- COA - Signed
- Sign Enlargement with Gooseneck Lighting
- Sign Enlargement no Gooseneck Lighting
- Certificate of Appropriateness - Hearthside Jonesboro Sign Revised Lighting

### FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

March, 21, 2022

Signature

City Clerk's Office

- Acceptance Letter - March 2022

4.1

**Staff Recommendation** *(Type Name, Title, Agency and Phone)*  
**Approval**

## CERTIFICATE OF APPROPRIATENESS



City of Jonesboro  
Historic Preservation Commission  
124 North Avenue  
Jonesboro, Georgia 30236

THIS DOCUMENT TO BE POSTED AT ALL TIMES

The City of Jonesboro Historic Preservation Commission in conforming with Sec. 42-28 of the Code of Ordinances for the City of Jonesboro, hereby grants permission for work to be performed on the premises listed in accordance with outline specification.

## PREMISES: Multifamily development

ADDRESS: North Avenue

OWNER: Hearthsde Jonesboro Redevelopment LP

TYPE: Monument sign for subdivision

HISTORIC PRESERVATION MEETING DATE: DECEMBER 20, 2021

## Work Approved:

Approval of monument sign in Historic District, per drawing provided by 360 Studio, dated 12.8.21. Sign will be white brick to match the brick on the main multi-family building. The sign will be externally illuminated by gooseneck lighting.

**Under penalty of law, I, the undersigned, assure that the work to be performed will be executed as specified under the terms of this Certificate. If it is determined that changes are necessary, I will apply for those modifications prior to the commencement of any work on those changes.**

Signed: Mr. V \_\_\_\_\_ Applicant

ed: Betsy Western  
Chairperson, Betsy Western  
Historic Preservation Commission

**ved:** \_\_\_\_\_  
Zoning Administrator, David D. Allen  
City of Jonesboro

**Note:** An additional permit may still be required. All work shall be in compliance with all Building Codes and Zoning Regulations. This Certificate shall become void unless construction is commenced within six months of the date of issuance.

2  
16.05

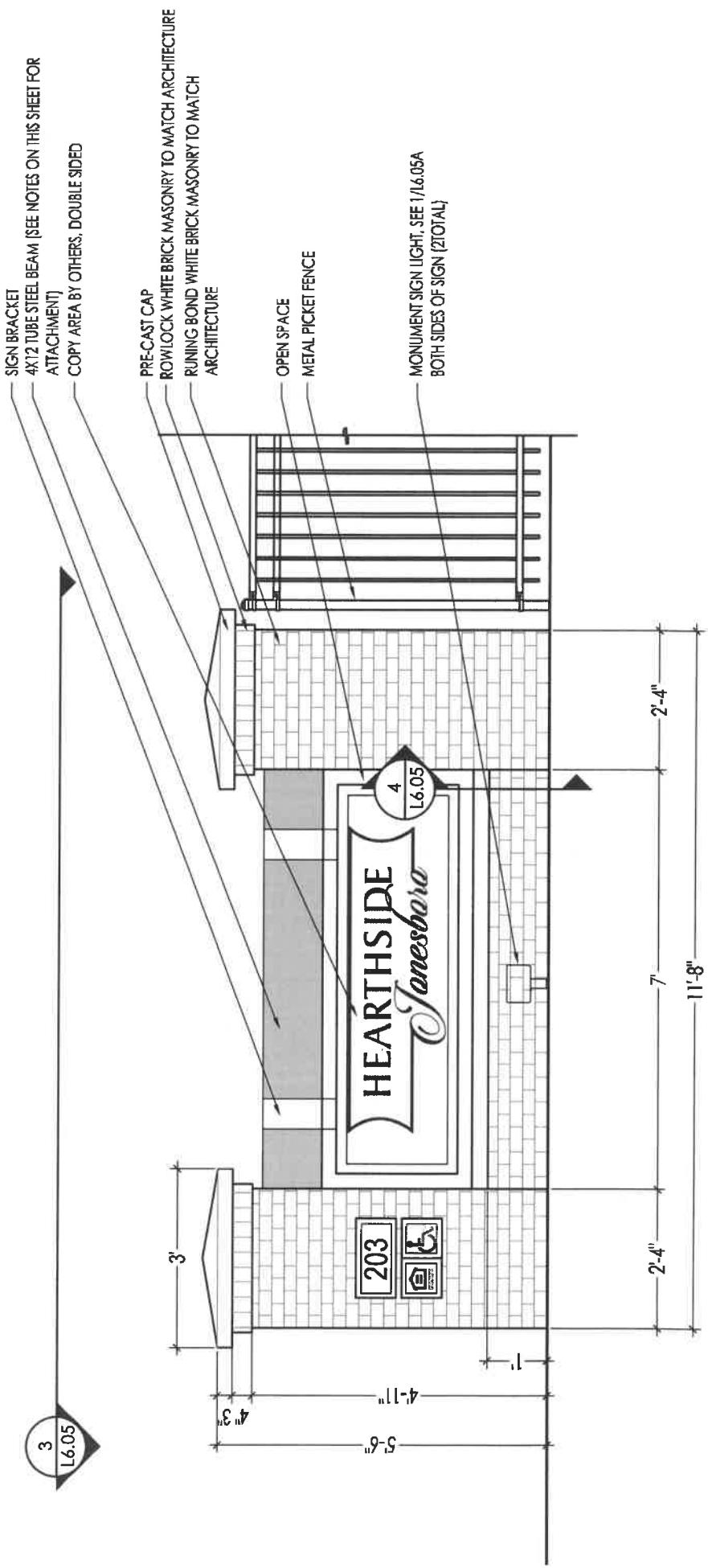
MONUMENT SIGN  
ELEVATION  
SCALE: 1/2" = 1'-0"

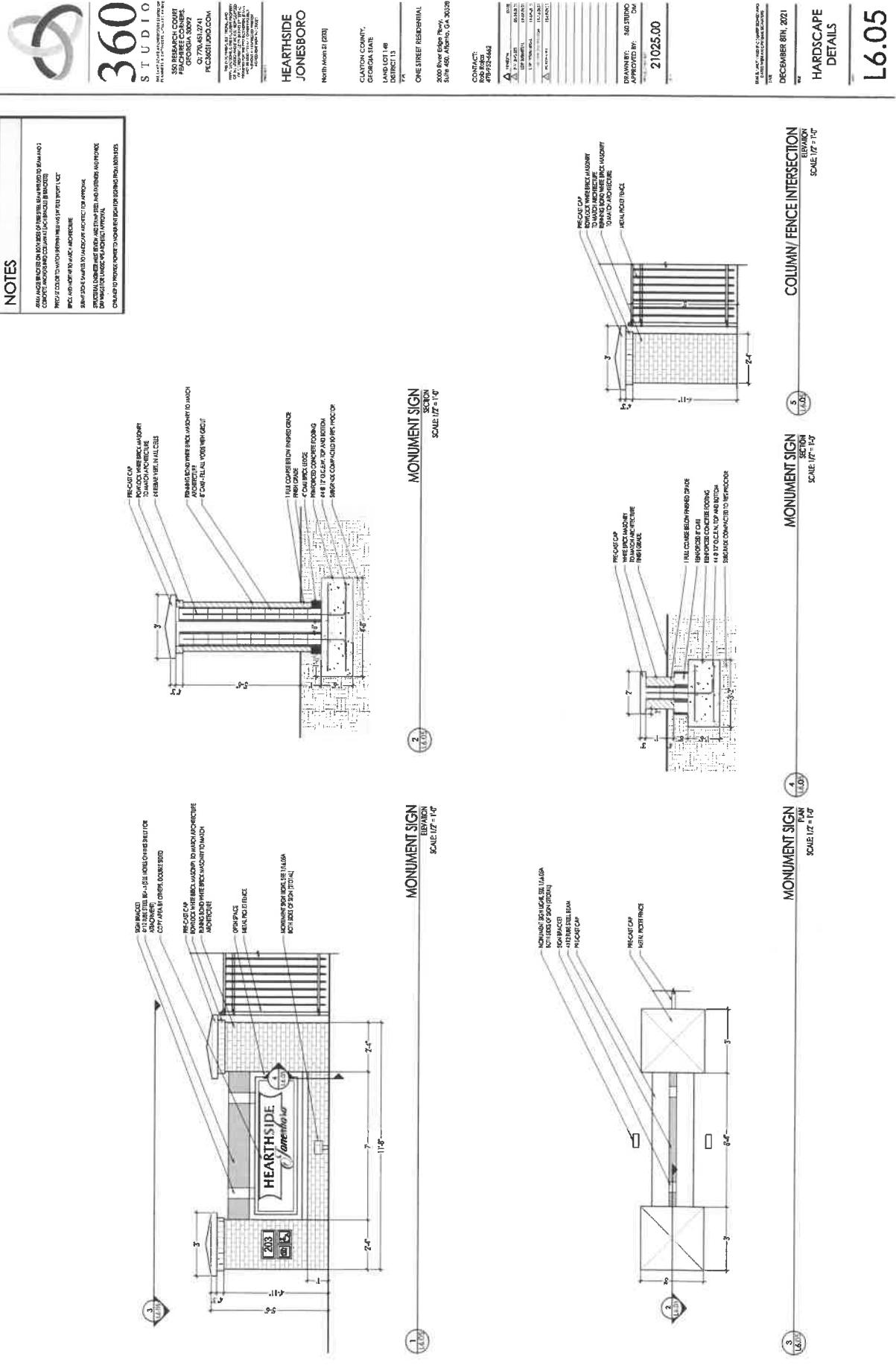


BASELINE MODEL K1 / S1 (ARCHITECTURAL BRONZE)  
/ E1 (MOUNTING)  
SIGN BRACKET  
4X12 TUBE STEEL BEAM  
PRE-CAST CAP  
BASELINE MODEL A667 / S1 (ARCHITECTURAL BRONZE)  
/ E1 (MOUNTING) / SMYL (MOUNTING OPTIONS)

## MONUMENT SIGN

SCALE: 1/2" = 1'-0"





# CERTIFICATE OF APPROPRIATENESS



City of Jonesboro  
Historic Preservation Commission  
124 North Avenue  
Jonesboro, Georgia 30236



## THIS DOCUMENT TO BE POSTED AT ALL TIMES

The City of Jonesboro Historic Preservation Commission in conforming with Sec. 42-28 of the Code of Ordinances for the City of Jonesboro, hereby grants permission for work to be performed on the premises listed in accordance with outline specification.

PREMISES: Multifamily development

OWNER: Hearthside Jonesboro Redevelopment LP

ADDRESS: North Avenue

TYPE: Monument sign for subdivision

HISTORIC PRESERVATION MEETING DATE: **MARCH 21, 2022**

**Work Approved:**

Approval of monument sign in Historic District, per drawing provided by 360 Studio, dated 12.8.21. Sign will be white brick to match the brick on the main multi-family building. *The sign will be externally illuminated by ground mounted uplighting.*

**Under penalty of law, I,** the undersigned, assure that the work to be performed will be executed as specified under the terms of this Certificate. If it is determined that changes are necessary, I will apply for those modifications prior to the commencement of any work on those changes.

**Signed:** \_\_\_\_\_  
Applicant

**Approved:** \_\_\_\_\_  
Chairperson, Betsy Wester  
Historic Preservation Commission

**Approved:** \_\_\_\_\_  
Zoning Administrator, David D. Allen  
City of Jonesboro

*Note: An additional permit may still be required. All work shall be in compliance with all Building Codes and Zoning Regulations. This Certificate shall become void unless construction is commenced within six months of the date of issuance.*



## MEMORANDUM

**To:** Rob Rojas / Brendan Barr  
Hearthsides Jonesboro

**From:** David D. Allen  
City of Jonesboro  
124 North Avenue  
Jonesboro, GA 30236

**Date:** March 16, 2022

**Re:** Notification of Request for Historic Preservation Commission – North Main Street and North Avenue; Parcel Nos. 13240D D012, 13240D D011, 13240D D010, 13240D D009, 13240D D008, 13240D D015, and 13240D D016; Entrance sign for new multifamily development in the Active Senior Residential Overlay.

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Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Historic Preservation Commission, has accepted your request for review of a **revised** entrance sign for the property located along North Avenue, Jonesboro, Georgia.

Due to the COVID-19 outbreak, the review meeting will be conducted by members via a remote conference call (Zoom Meetings) on Monday, March 21, 2022 at 5:30 pm. You will be provided a link to the meeting to participate if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

A handwritten signature in blue ink, appearing to read "David D. Allen".

David D. Allen  
Community Development Director / Zoning Administrator



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.1

-1

COUNCIL MEETING DATE

March 21, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Historic Preservation Commission to consider a Certificate of Appropriateness for The Cigar Parlour at 171 North Main Street Parcel No. 13240D C002; Alteration (front deck) on approved plans for new business in Historic District.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

Sec. 86-103 H-2 Historic District Standards

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes

Beautification, Community Planning, Neighborhood and Business Revitalization, Historic Preservation

Summary & Background

*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Agency recommendation – Denial of addition of front deck;** Recently, the applicant was approved for a cigar lounge at the subject property, and the construction plans were also approved. The property is zoned H-2, Historic District, and was the former location of Resale Therapy. The applicant has now submitted revised architectural plans, proposing the addition of a front deck on the property. *This deck will be open and with stairs leading to the parking area in front of the building. The deck will be composed of wood and will complement the approved rear deck on the same side of the building and will give a great place for our patrons to sit outside during the city's parades and festivals.*

## Sec. 86-103 H2 District Standards

*(1) Design standards. In order to preserve the physical character of existing historic structures in the H-2 historic district, every effort shall be made to adapt the property in a manner that complements the historic character of the area when making exterior alterations to the existing building, site, or environment. New construction shall also be appropriate for the district in design, placement, and scale.*

*(1) Rehabilitation. Maintaining the existing historic design, materials, and details of structures in the H-2 district is encouraged. Rehabilitative efforts shall include the use of materials that are compatible with the architectural style of the historic building (see article VII, Architectural style and scale, for guidance on specific historic styles and building materials traditionally found in Jonesboro.) **Although this is in the Historic District, it is not a historically significant building.***

### i. Porches.

*1. The design, materials, roof supports and balustrades and roof shape of historic porches shall be maintained. **Not applicable.***

*2. The addition of front porches where none previously existed is discouraged. There has been a handicap ramp and stairs on the front, but not a porch.*

*3. The addition of decorative elements, if desired, shall be consistent with the base architectural style of the structure. **Would match rear deck already being constructed.***

*4. Replacement of historic porch features shall be made with matching material, design, and scale versus stock features.*

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

March, 21, 2022

Signature

City Clerk's Office

5. Porch floors and foundations shall not be replaced with slab concrete or brick. **Wood will be used.**
6. The enclosure of front or side porches shall be prohibited. **Will be open.**
7. The design and installation of ADA-compliant ramps onto a front porch shall seek to preserve the historic character of the buildings. Section 4.1.7 Accessible Buildings: Historic Preservation of the ADA Accessibility Guidelines, and resources of the office of downtown development, shall be used as resource guides. **No ramp will be used.**

#### **Conditional Use Approval Conditions, 5.10.21**

1. All exterior renovations to the building, including signage, shall be subject to review by the Design Review Commission and Historic Preservation Commission prior to construction.
2. All interior and exterior renovations shall be properly permitted and inspected by all relevant agencies, including the required ventilation system.
3. Alcohol sales and consumption requires separate City approval and must conform to all applicable setbacks.
4. **Outdoor activities associated with the sale and use of tobacco products is prohibited. Will the deck encourage prohibited outdoor smoking? There is already a back deck being built.**
5. The hosting of events on the property unrelated to cigar sales and use is not allowed, unless separate approval for an event center is obtained.
6. This approval does not include approval of any future parking expansion. **The deck may hinder further parking in the front and maneuverability on the future side drive.**
7. All ATF and Health Department requirements shall be met prior to the issuance of a business license.
8. The applicant shall document to the City required ratios of food, alcohol, and tobacco consumption specified in Section 86-642.

**Objections to the front deck addition are more zoning related than design related. While the design would not conflict with the other construction being done on the building, does it benefits outweigh its concerns? Is there a proven need for the front deck? The use is more of a secluded lounge than an active outdoor space.**

**Design Review Commission recommendation, 3.2.22: Approval, contingent upon variance approval; Provide a wrap-around deck to tie in with front door. Provide wrought iron and wood railing and add landscaping.**

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**Fiscal Impact**

*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

Private owner

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**Exhibits Attached** (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- Site Picture

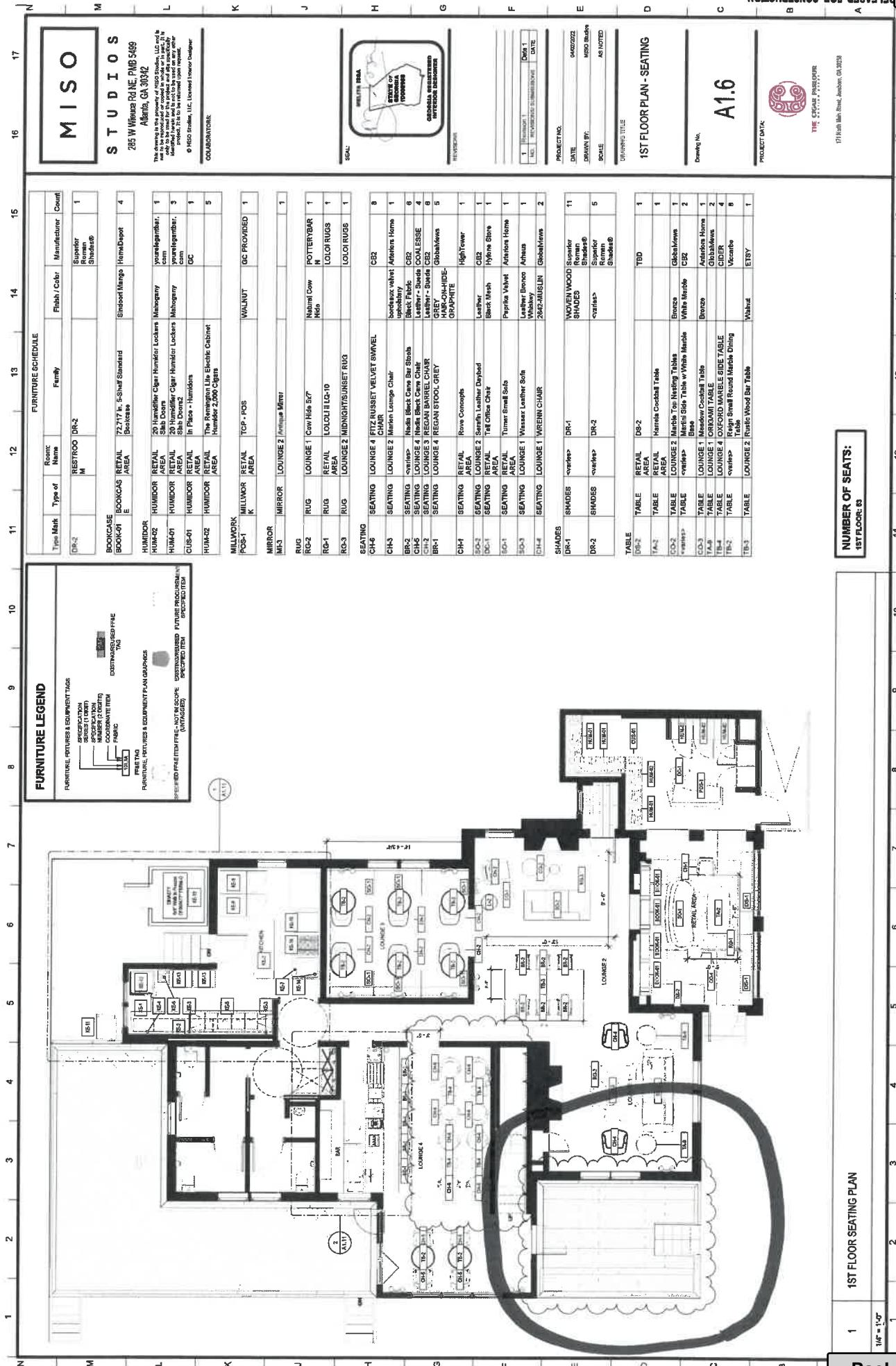
- Plans
- Acceptance Letter

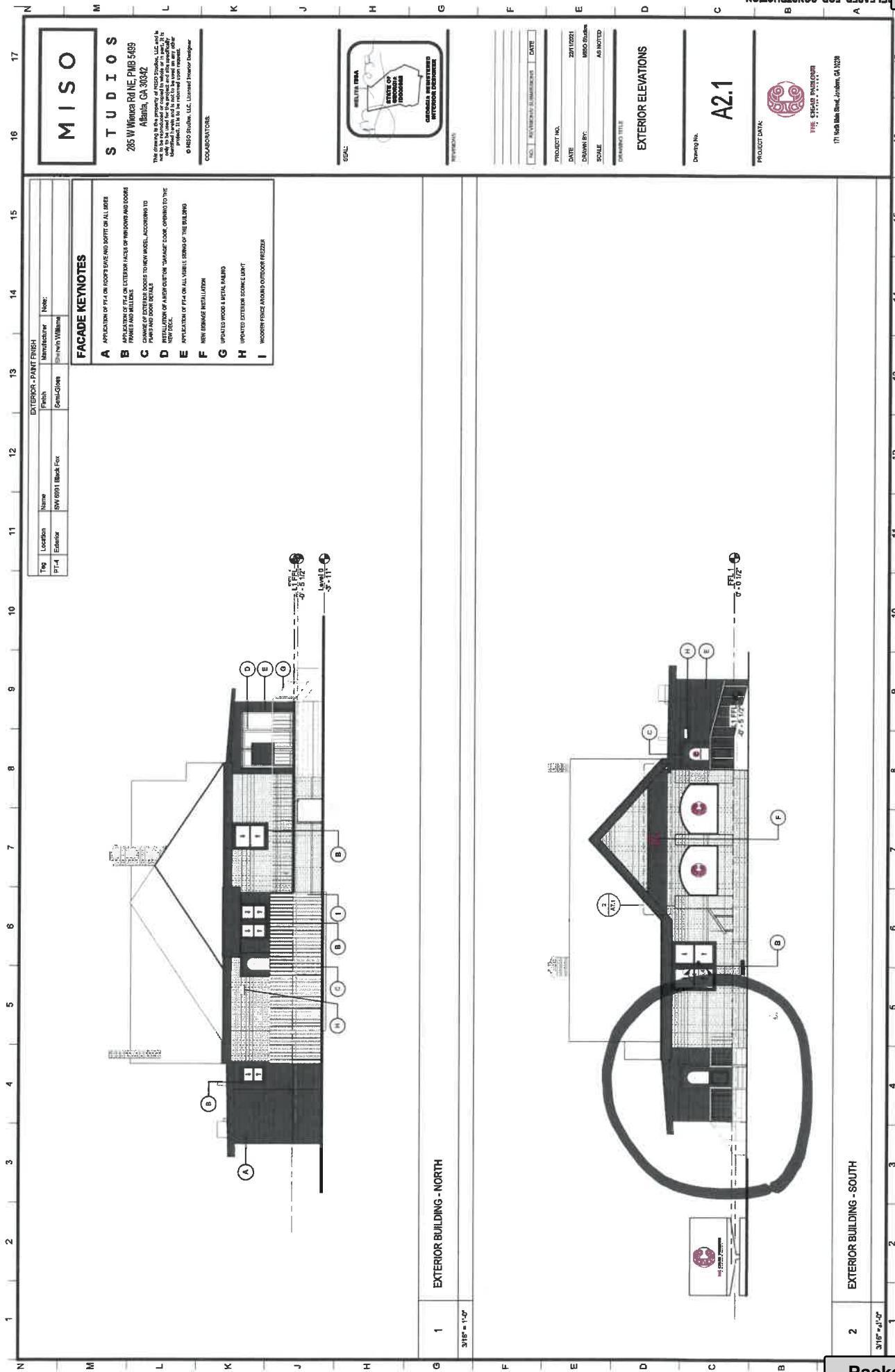
5.1

**Staff Recommendation** *(Type Name, Title, Agency and Phone)*

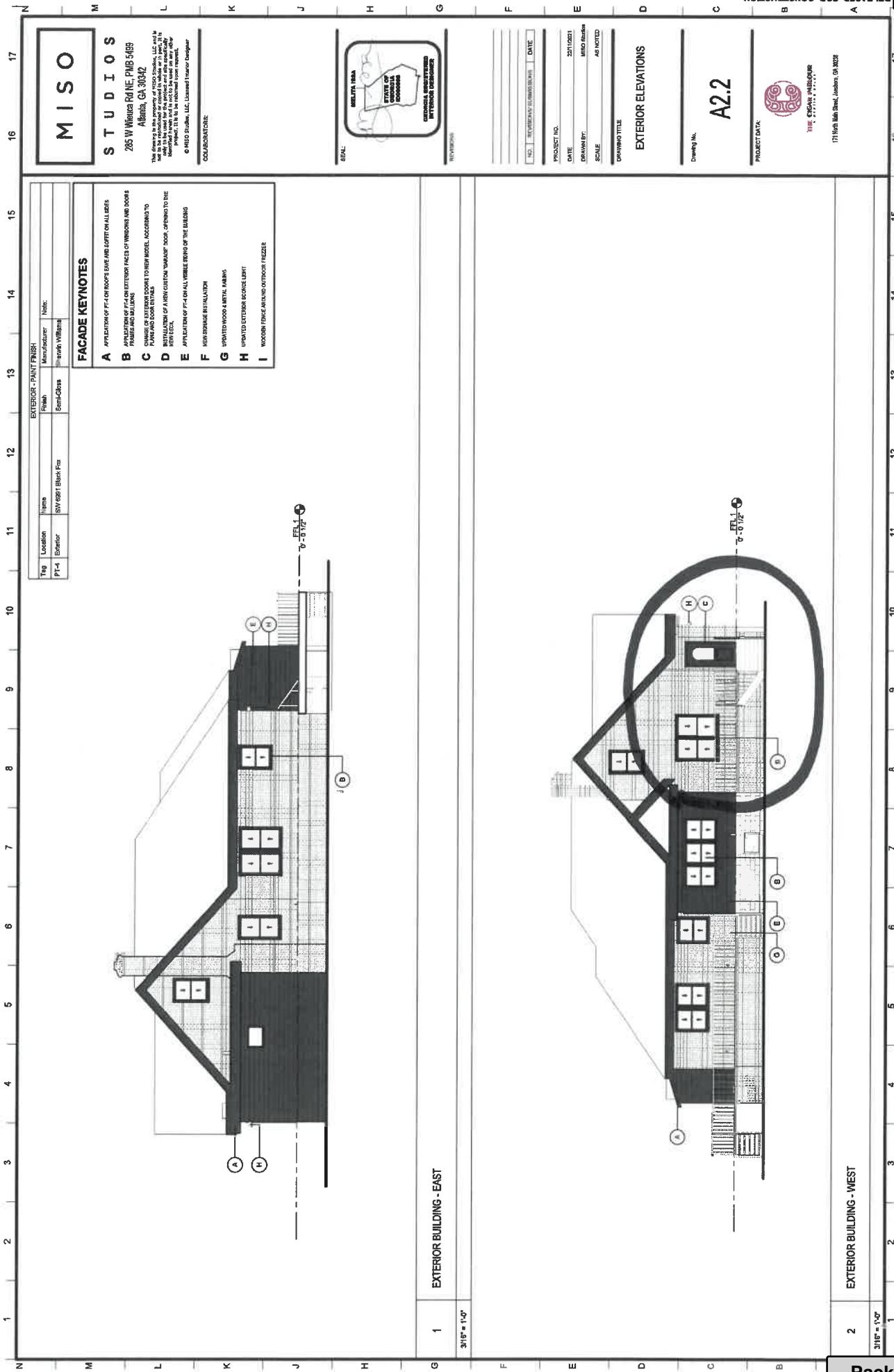
**Denial**







Attachment: Plans (3092 : 171 North Main Street - Front Deck)



Attachment: Plans (3092 : 171 North Main Street - Front Deck)



## MEMORANDUM

**To:** Antonio Miller  
171 North Main Street  
Jonesboro, Ga. 30236

**From:** David D. Allen  
City of Jonesboro  
124 North Avenue  
Jonesboro, GA 30236

**Date:** March 16, 2022

**Re:** Notification of Request for Historic Preservation Commission – Cigar Store Exterior (Front Deck); 171 North Main Street; Parcel No. 13240D C002

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Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Historic Preservation Commission, has accepted your request for review of a cigar shop exterior (front deck) for the property located at 171 North Main Street, Jonesboro, Georgia.

Due to the COVID-19 outbreak, the review meeting will be conducted by members via a remote conference call (Zoom Meetings) on Monday, March 21, 2022 at 5:30 pm. You will be provided a link to the meeting to participate if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

A handwritten signature in blue ink, appearing to read "David D. Allen".

David D. Allen  
Community Development Director / Zoning Administrator



# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

Agenda Item #

5.2

-2

COUNCIL MEETING DATE

March 21, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Historic Preservation Commission to consider a Certificate of Appropriateness for a residence at 207 West Mill Street; Parcel No. 13241C B003; New residence in Historic Residential Overlay.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

Section 86-111. Historic Residential Overlay Standards; Sec. 86-97. R-2 Single Family Residential Regulations.

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes

Beautification, Community Planning, Neighborhood and Business Revitalization, Historic Preservation

Summary &amp; Background

*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*Agency recommendation – **Denial of house exterior design**; The original house was demolished in 2019. The new owner would now like to put up a replacement home.

207 W. mill St is a 2-story building with an open space living room and double high. 3 Bedrooms and 2,5 Restrooms. Old Classic style Finishing in Board and Batten.

The property is in the Historic Residential Overlay, subject to the requirements of Sec. 86-111.

(a) *Purpose. The purpose of the historic residential overlay is to protect and enhance the character of the city's historic neighborhoods by establishing architectural standards for regulation of exterior rehabilitation and new construction. The City of Jonesboro is committed to preserving its historic structures and the special character of the historic neighborhoods. These neighborhoods reflect a variety of architectural styles that have contributed to the city's historic built environment. The exterior design does not have enough architectural variety to achieve what the City desires in future housing stock in the Historic District and elsewhere.*

### Historic Residential Overlay standards:

(2) *New construction. New buildings shall be compatible with surrounding historic structures and shall contribute to the character to the area. Prevalent architectural styles in the overlay shall guide new development. (See article VII, Architectural style and scale for guidance on specific historic styles and building materials traditionally found in Jonesboro.)*

a. *Scale and form.*

1. *New buildings shall be compatible with the existing scale, form and placement of nearby historic homes in terms of foundation and story heights, roof height, shape and pitch, number of stories, width, depth and building setback.*

2. *The maximum heated floor area of infill development shall not exceed 150 percent of the average heated floor area of single-family detached dwellings located on the same street for a distance of 600 feet in either direction. Total square footage (both stories) will be 2667 square feet.*

3. *The maximum building height for infill development shall be determined by the maximum building height of single family detached dwellings located on the same street for a distance of 600 feet in either direction. The proposed house is two-story on a street with one-story houses.*

b. *Materials and color.*

### FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

March, 21, 2022

Signature

City Clerk's Office

1. The predominant exterior siding material, or a modern material that creates a similar texture or appearance, shall be used. **Wood siding proposed.**

5.2

2. The use of brick is encouraged for chimneys. **No chimney proposed.**

3. Prohibited exterior materials include synthetic materials with a false wood grain, vinyl siding, brick veneer, concrete block, and the use of materials that do not complement the architectural or historic style of the structure.

4. Brick and paint colors shall be compatible with the style of the structure and with surrounding historic structures.

5. Neon colors are prohibited. **Not used**

6. Primary colors may be acceptable for trim or accents pending review and approval by the director of downtown development.

c. Doors and windows.

1. Window and door placement, shape, and dimensions shall be compatible with the pattern on nearby historic structures.

2. Blank wall facades are discouraged. **Not enough variety in façade.**

Sec. 86-97. - R-2 single family residential district regulations.

(a) Purpose. The R-2 single family residential district is established to provide for single family detached dwellings on individual lots having a minimum area of one-half acre. The district is intended to create and preserve a neighborhood setting free of non-residential uses as well as higher density residential uses. Public and institutional uses traditionally found in low density neighborhoods are compatible with the R-2 district. Such development is typically served by a network of local streets to minimize traffic impacts on the neighborhood.

(b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-2 district shall conform to the following development standards:

- (1) Minimum lot area: 21,780 square feet (½-acre)
- (2) Minimum lot width: 100 feet 1
- (3) Minimum front yard: 35 feet 2
- (4) Minimum side yard: 15 feet 3
- (5) Minimum rear yard: 35 feet
- (6) Minimum floor area per dwelling unit: 1,600 square feet
- (7) Maximum building height: Two stories and 35 feet
- (8) Maximum lot coverage: 35 percent

**The current exterior design does not have enough structural and material variation to contribute to the character of the area.**

**There is no current provision for a garage, so at minimum a paved driveway must be provided.**

**Design Review Commission recommendation, 3.2.22: Denial of the current exterior design of your house, citing no lighting or landscaping provided, and, more importantly, a lack of architectural variation. Suggestions included a gable, bands around windows, some shutters, sloped porch roof, and railing for front porch.**

**On March 15<sup>th</sup>, the applicant provided a revised design based on the Design Review Commission comments, but it has not been formally reviewed by that Board. While the revised design does provide more variation, particularly on the front, the shutters and front door are more of a “country cottage” feel than the surrounding houses. Also, the front porch is very small.**

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Fiscal Impact

*(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

Private owner

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**Exhibits Attached** (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- Property Picture

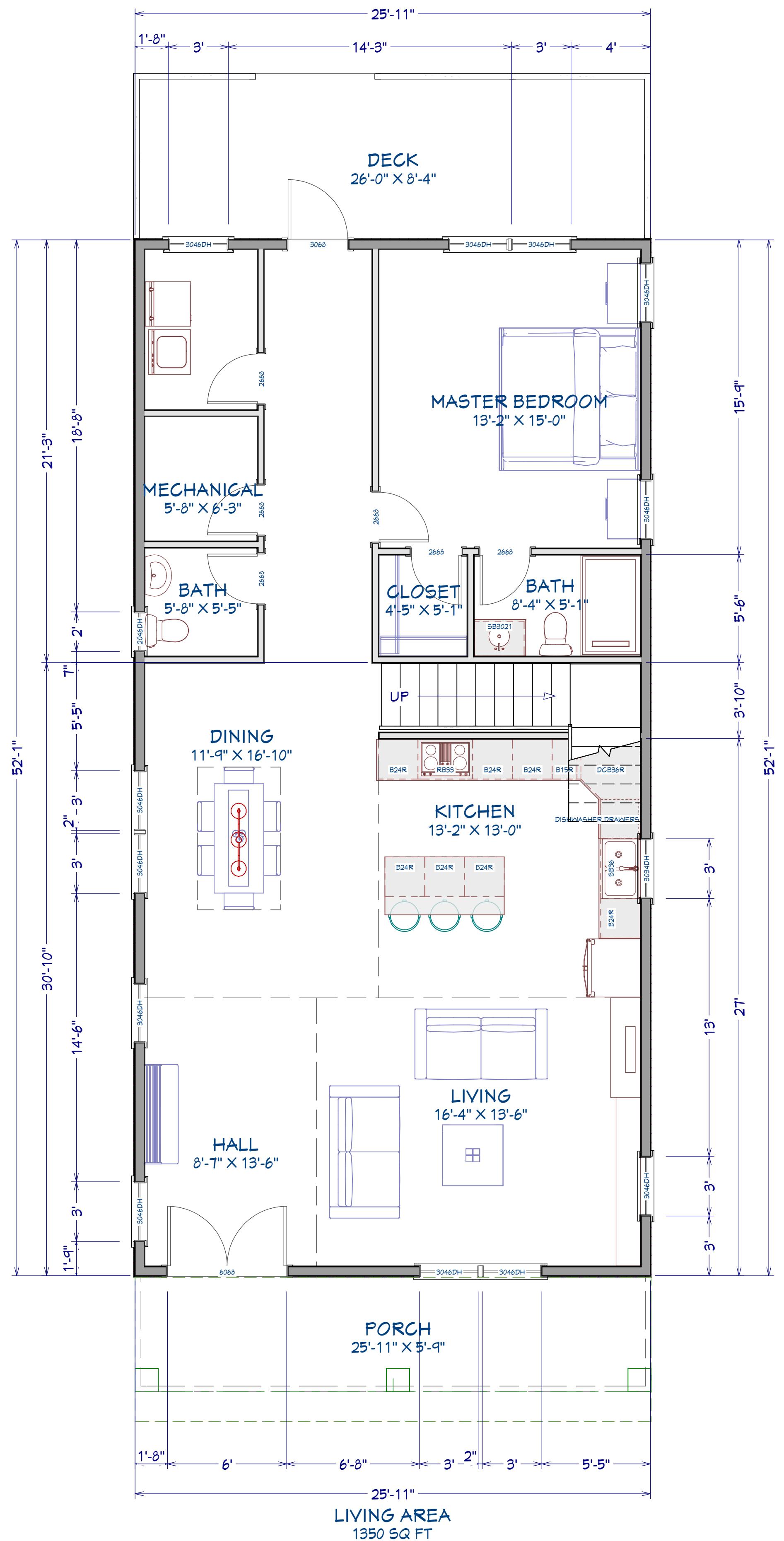
- 2022 design review 207w mill st ORIGINAL
- DESIGN CORRECTIONS
- Acceptance Letter

5.2

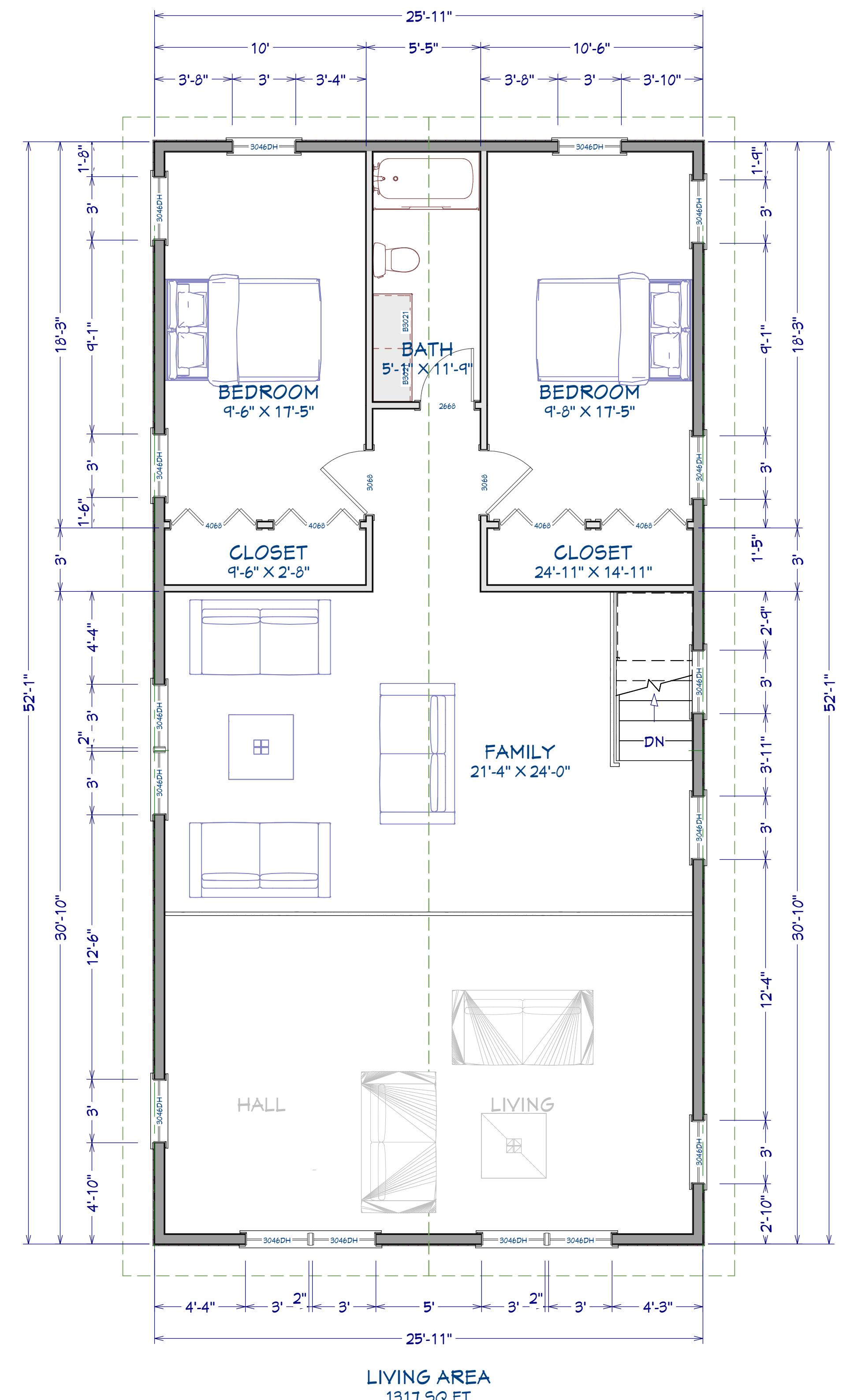
**Staff Recommendation** (Type Name, Title, Agency and Phone)

**Denial**





1 PROPOSED MAIN LEVEL  
1/4"=1'-0"



2 PROPOSED SECOND LEVEL  
1/4"=1'-0"

PROJECT ADDRESS:	W MILL ST		
DRAWINGS PROVIDED BY:	INNOVA ENGINEERING AND DESIGNS		
1 GLENLAKE PKWY NE, ATLANTA GA 30328 www.innovaconstructiongroup.com (678) 941 0002			
DATE:	2/28/2022		
SCALE:			
SHEET:	A-1		
SHEET TITLE:	PROPOSED LAYOUT		
NUMBER DATE	REVISED BY	DESCRIPTION	



NUMBER DATE		REVISION TABLE	REVISED BY	DESCRIPTION

## PROPOSED ELEVATIONS

SHEET TITLE:

PROJECT ADDRESS: **W MILL ST**  
**PROPOSED LAYOUTS**  
**MASANI CONSTRUCTION**

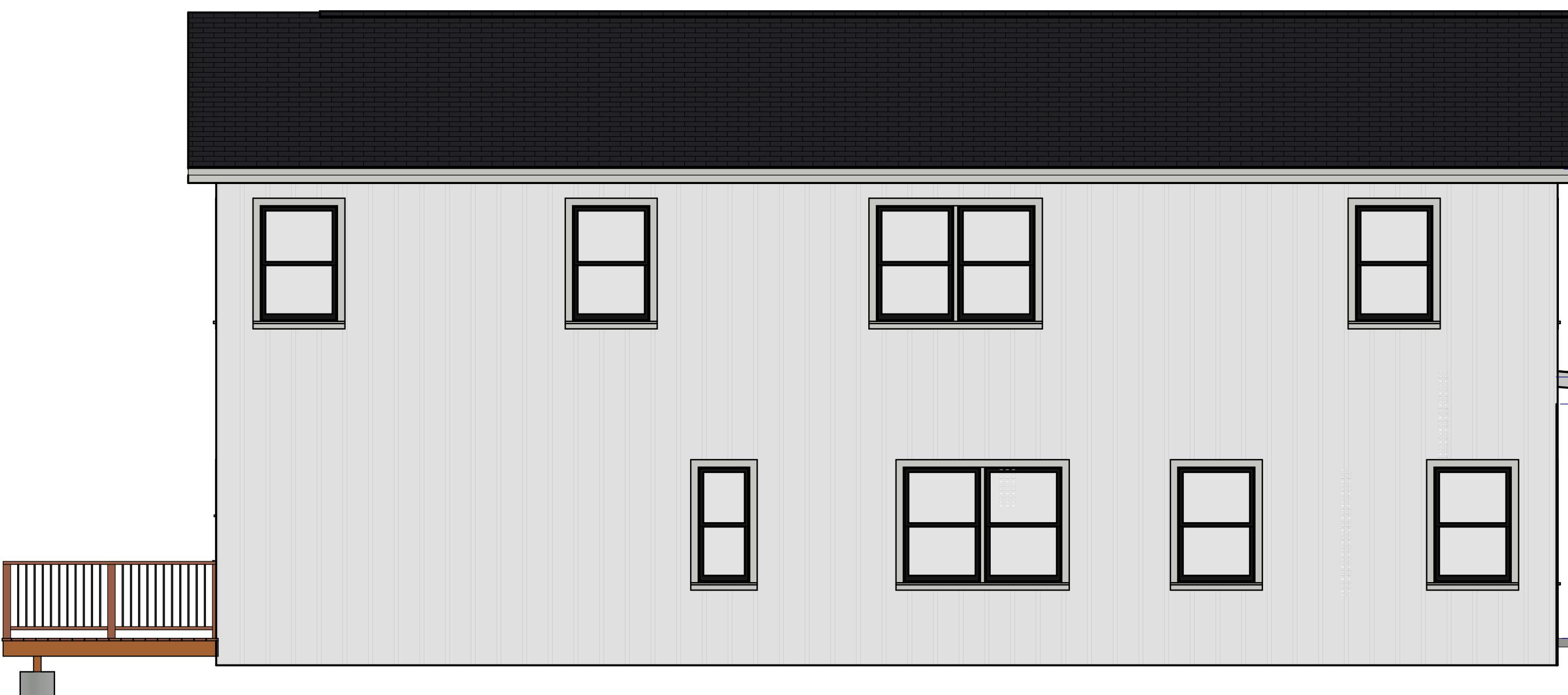
Attachment: 2022 design review 207w mill st ORIGINAL (3993 : 207 West Mill Street Residence)



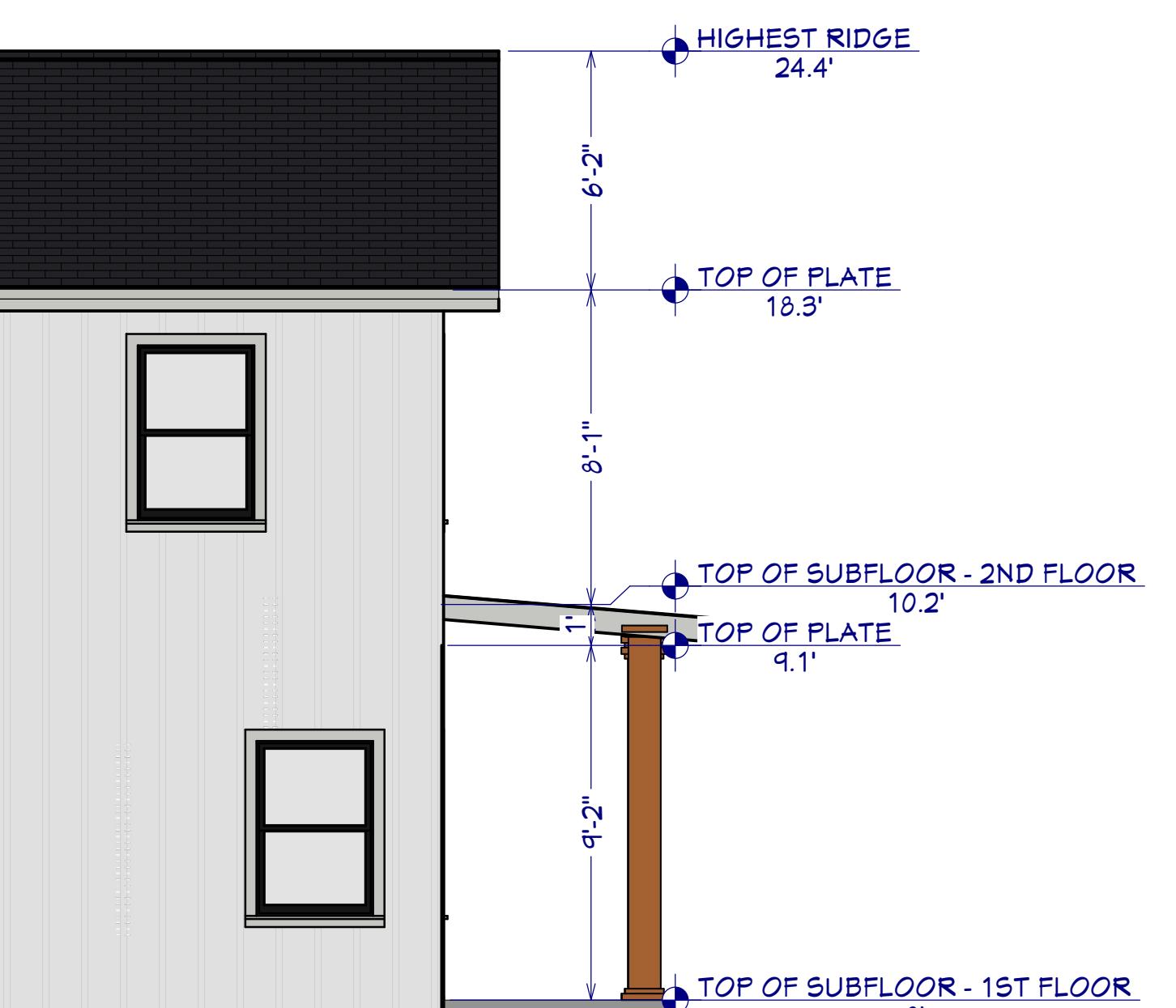
1 FRONT ELEVATION  
1/4"=1'-0"



2 REAR ELEVATION  
1/4"=1'-0"



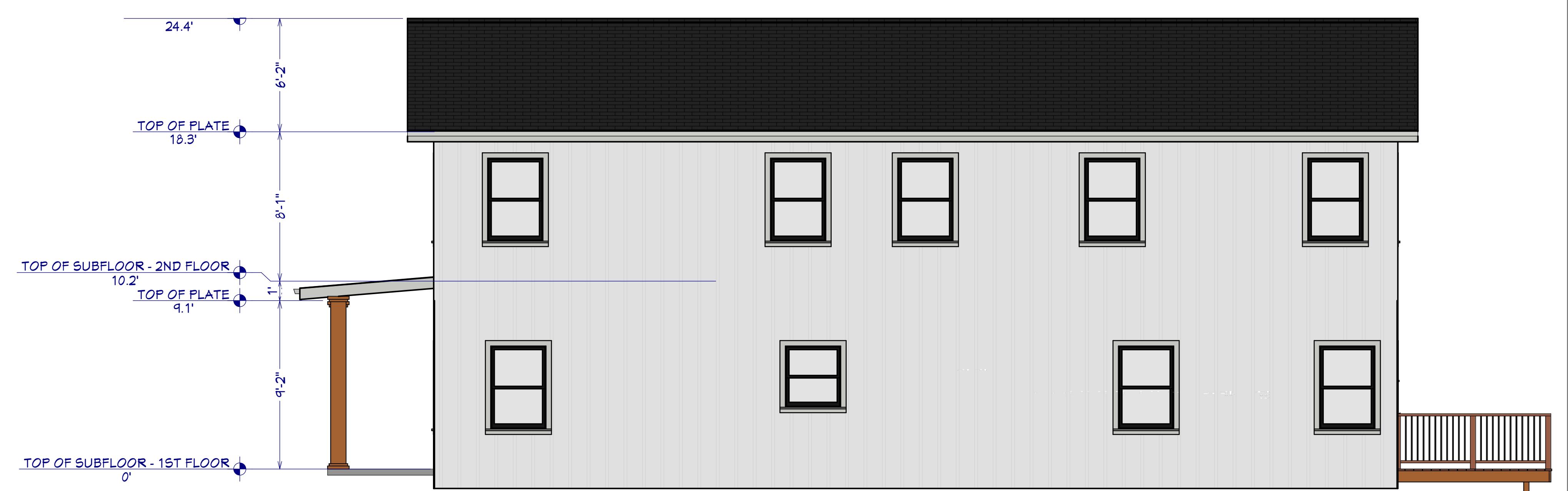
3 LEFT ELEVATION  
1/4"=1'-0"



4 RIGHT ELEVATION  
1/4"=1'-0"



3 EXTERIOR RENDERING  
1/4"=1'-0"

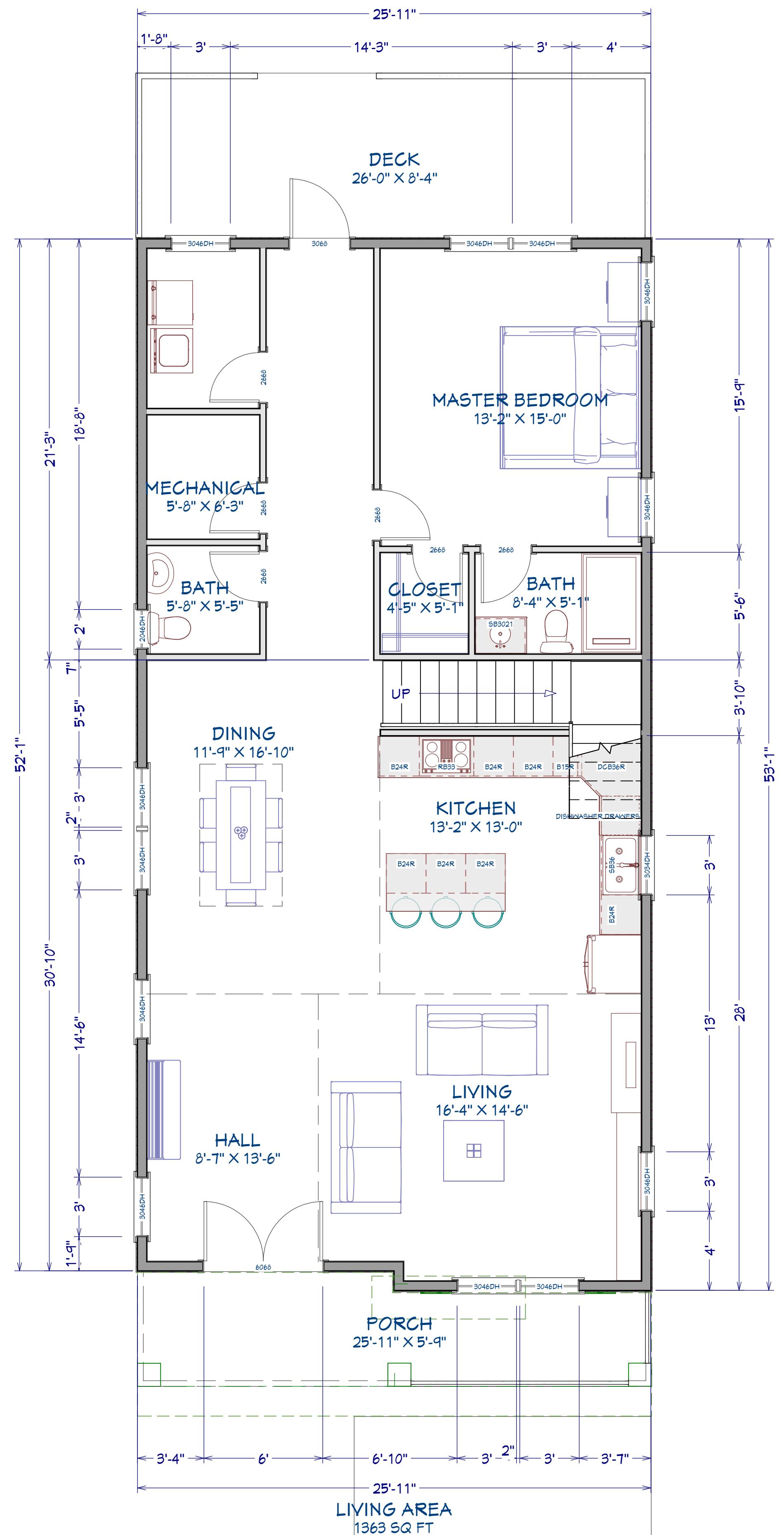


DRAWINGS PROVIDED BY:  
**INNOVA ENGINEERING AND DESIGNS**  
1 GLENLAKE PKWY NE, ATLANTA GA 30328  
www.innovaeconconstructiongroup.com  
(678) 941 0002

DATE:  
**2/28/2022**

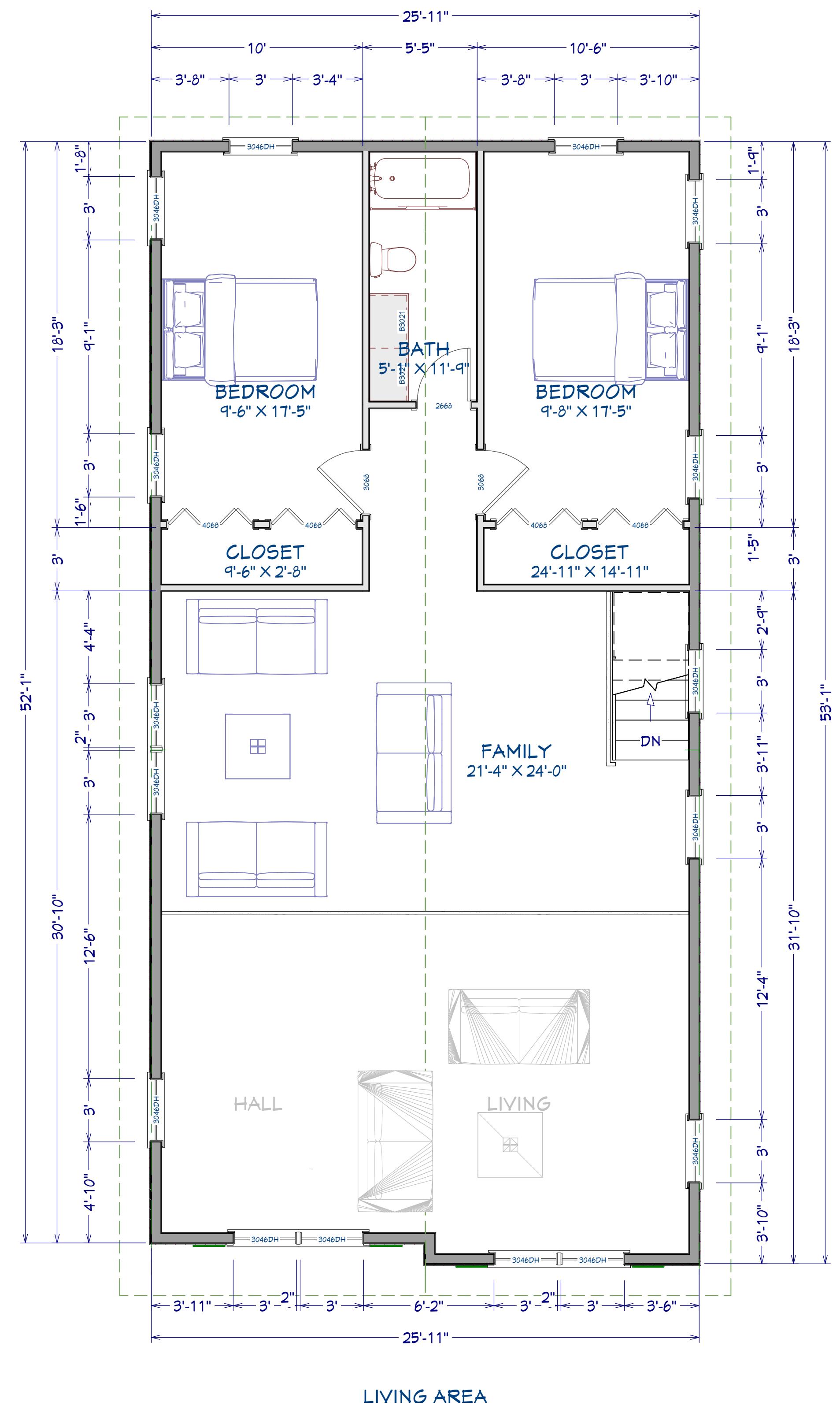
SCALE:

SHEET:  
**A-2**



1 PROPOSED MAIN LEVEL

1/4"=1'-0"



2 PROPOSED SECOND LEVEL

1/4"=1'-0"

NUMBER	DATE	REVISION	TABLE	REVISED BY	DESCRIPTION

SHEET TITLE:

## PROPOSED LAYOUT

PROJECT ADDRESS:

W MILL ST  
PROPOSED LAYOUTS  
MASANI CONSTRUCTION

DRAWINGS PROVIDED BY:

INNOVA ENGINEERING AND DESIGNS  
1 GLENLAKE PKWY NE, ATLANTA GA 30328  
www.innovaconstructiongroup.com  
(678) 941 8002

DATE:

3/14/2022

SCALE:

SHEET:

A-1



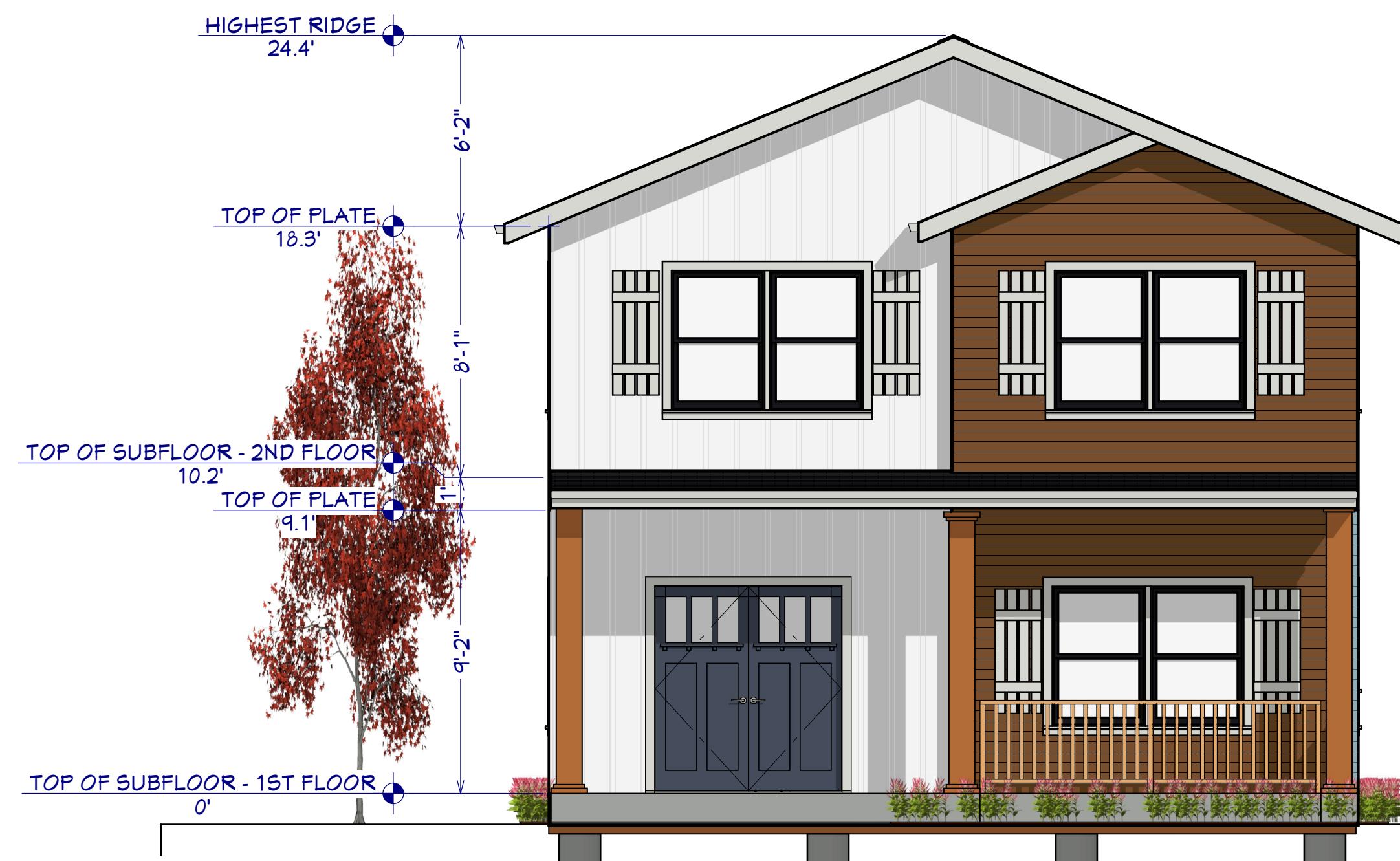
NUMBER	DATE	REVISION	TABLE	REvised BY	DESCRIPTION

## PROPOSED ELEVATIONS

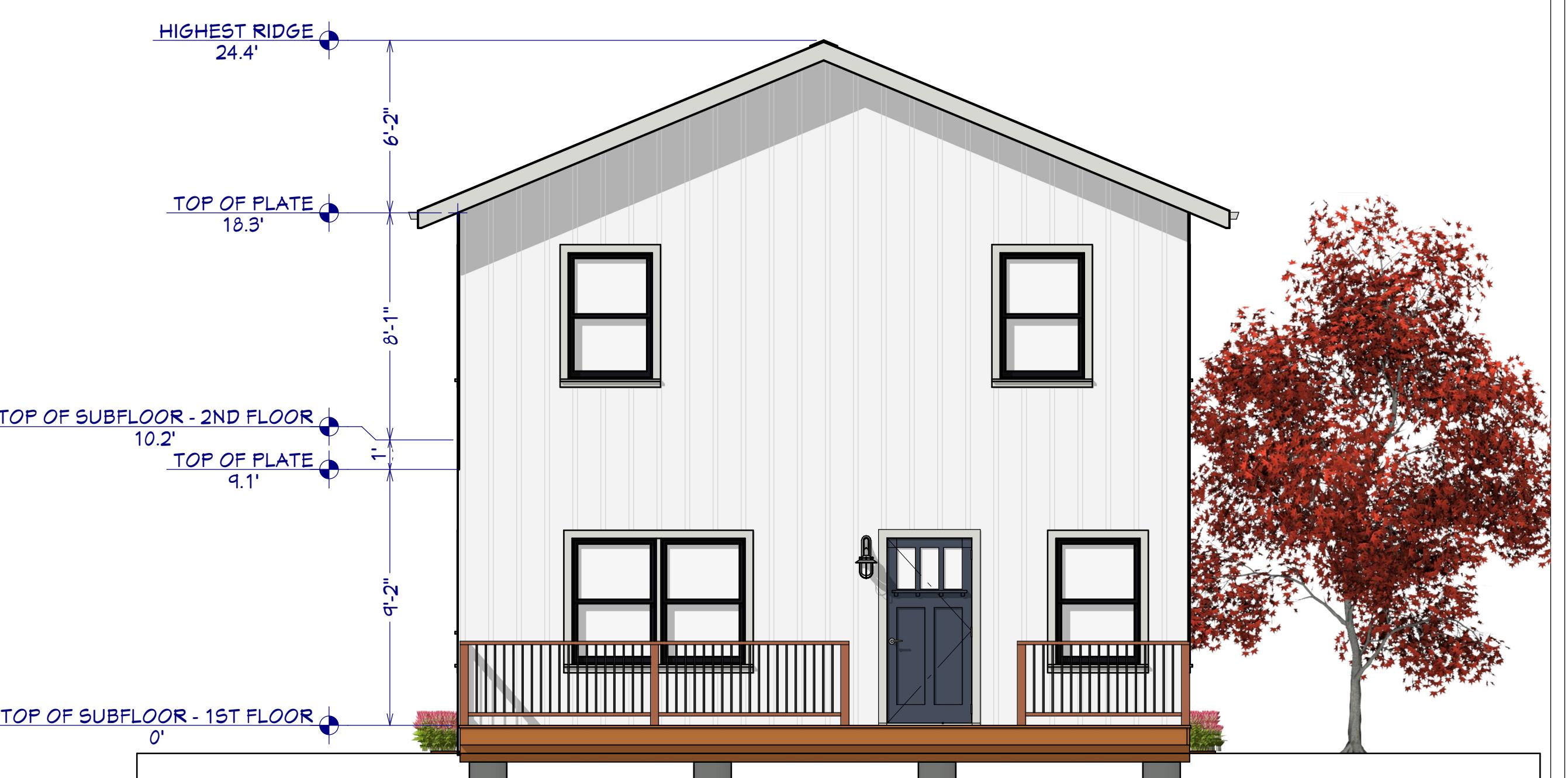
SHEET TITLE:

PROJECT ADDRESS: 1 MILL ST  
PROPOSED LAYOUTS  
MASANI CONSTRUCTION

Attachment: DESIGN CORRECTIONS (3933 : 207 West Mill Street Residence)



1 FRONT ELEVATION  
1/4"=1'-0"



2 REAR ELEVATION  
1/4"=1'-0"



3 LEFT ELEVATION  
1/4"=1'-0"

4 RIGHT ELEVATION  
1/4"=1'-0"



5 EXTERIOR RENDERING  
1/4"=1'-0"

DRAWINGS PROVIDED BY:  
INNOVA ENGINEERING AND DESIGNS  
1 GLENLAKE PKWY NE, ATLANTA GA 30328  
(678) 941 6002

DATE:  
3/14/2022

SCALE:

SHEET:

A-2



## MEMORANDUM

**To:** Carlos Soler

**From:** David D. Allen  
City of Jonesboro  
124 North Avenue  
Jonesboro, GA 30236

**Date:** March 17, 2022

**Re:** Notification of Request for Historic Preservation Commission – New Residence;  
207 West Mill Street; Parcel No. 13241C B003

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Dear Applicant,

This letter is to serve as notification that the City of Jonesboro, Historic Preservation Commission, has accepted your request for review of a new residence for the property located at 207 West Mill Street, Jonesboro, Georgia.

Due to the COVID-19 outbreak, the review meeting will be conducted by members via a remote conference call (Zoom Meetings) on Monday, March 21, 2022 at 5:30 pm. You will be provided a link to the meeting to participate if you wish. If you are unable to be a part of the meeting, then you will be informed of the recommendation on the following day.

Sincerely,

A blue ink signature of David D. Allen.

David D. Allen  
Community Development Director / Zoning Administrator