

HERITAGE PRESERVATION COMMISSION  
MINUTES  
August 6, 2018

MEMBERS PRESENT: Thom Hamilton  
Mary Keele  
Patsy Edmondson  
Paul Smith  
Kathy Ray

OTHERS PRESENT: Bruce Fleming, Planning & Zoning Director  
Brenda Fletcher, Zoning Assistant  
Tonya Hamilton  
Melody Olson  
Sonya Batten  
Donna Cathey  
Shannon Harper  
Joe H. Ware, Jr.

The Monday, August 6, 2018, Heritage Preservation Commission meeting was called to order by Thom Hamilton. The minutes of the July 2, 2018, meeting were reviewed and were approved as printed.

**APPLICATION NO:** OA-HIST-18-90000001  
**APPLICANT:** Tim M Brandon / Brandon Holdings & Investments  
**LOCATION:** 103 Cypress St. & 204 N. 3<sup>rd</sup> St.  
**LEGAL DISCRIPTION:** Parcel: # 22304  
LOT IN SQ K WEST MONROE BEG 95 FT FROM WOOD ST & FRTG 75 ON W SIDE CYPRESS ST., DEPTH 180 FT ON NO SIDE TIPPIT PROPERTY TO 3<sup>RD</sup> ST-LESS W 85 FT BK 1657-832.  
Parcel: # 102699  
LOT IN SQ K WEST FROM INTERSECTION OF W R/W CYPRESS ST. & S R/W NATCHITOCHESES ST., S 140 FT, W 95 FT TO POB, S 75 FT, W 85 FT TO E R/W N 3<sup>RD</sup> ST, N 75 FT, E 85 FT TO POB.

**REQUEST:** Requesting Annexation into in the Cottonport Historic District. The Planning Commission will review this application on August 20, 2018. The West Monroe City Council will review this case on September 11, 2018.

Donna Cathey with Tim Brandon told the Commission that this building at 103 Cypress St. was built between 1925 -1928, at that time it was an auto repair place. We have maintained the integrity of the building itself. Thom Hamilton told the Commission this building is in the middle of the Cypress St. Donna Cathey it's between Natchitoches St & Wood St. Paul Smith wanted to know if this is Tim Brandon's office building. Donna Cathey told the Commission it was his office. Patsy Edmondson wanted to know if Tim Brandon owned the property. Donna Cathey told the Commission Tim Brandon owned the property. Thom Hamilton told the Commission that this building would be included in the Historic District. Patsy Edmondson made the motion to APPROVE the Certificate of Appropriateness. Kathy Ray seconded. All in favor, the Certificate of Appropriateness is granted.

**APPLICATION NO:** COA-18-70000010  
**APPLICANT:** First Glimpse Ultrasounds, LLC  
**LOCATION:** 303 Trenton St.  
**REQUEST:** Requesting Certificate of Appropriateness for signage in the Cottonport Historic District.

Sonya Batten told the Commission that Emory Thibodeau would be painting her sign. Patsy Edmondson wanted to know if it would be a sign or painted. Sonya Batten told the Commission it would be painted. Patsy Edmondson wanted to know about the pole that had a sign if they would be using it. Sonya Batten told the Commission no that she was putting the logo above the awning. This awning will be lowered. Patsy Edmondson asked how large the sign would be. Sonya Batten told the Commission that whatever the Commission told her she would do. Thom Hamilton told the Commission that if Sonya Batten brought the painting to him that he would email it to the Commission for the okay. Sonya Batten told the Commission that she was still working on the size and painting. Patsy Edmondson told the Commission since Sonya Batten did not have a size on it she was concerned. Paul Smith made the motion to APPROVE the Certificate of Appropriateness. Mary Keele seconded. All in favor, the Certificate of Appropriateness is granted.

Thom Hamilton asked Bruce Fleming about the applications for the Historic District. Bruce Fleming told the Commission they should have the revised forms before December 2018.

In other business, Downtown Revitalization Group - Reviewed Application **OA HIST-18-4000002**- Historic District boundaries – Tonya Hamilton told the Commission that Evelyn Causey was the lady they paid to do the application for the National Historic District. I do not think that State Historic Preservation Office will approve using the Cottonport Historic District as the name of the National Register. The guideline for property states that using the name should be the name that was commonly used for the period of significance. For the National Registry District, the period is used from 1882 to 1968 during this period it was known as West Monroe rather than Cottonport. Thom Hamilton told the Commission that for the National Registry it would be known as West Monroe Historic District. Thom Hamilton told the Commission that Bruce Fleming, Courtney Hornsby, Karen Laban and the city attorney, Doug Caldwell met and discussed changing the name from Old Cottonport District 1, 2, 3. Doug Caldwell told us that 1, 2, and 3 was never a name it was how people described the lay of the land. We discussed dropping the Old Cottonport to just Cottonport Historic District. Bruce Fleming told the Commission that he will have maps when they are made up. Paul Smith wanted to know if they did not want it called Cottonport. Tonya Hamilton told the Commission the National Registry says no but what we do on the City level and State level is fine. Thom Hamilton told the Commission that doesn't include the whole district. Mary Keele told the Commission that it sounds like the West Monroe District will be smaller than the Cottonport Historic District. Thom Hamilton told the Commission it would be smaller as it would only be the buildings that the Downtown Revitalization Group did the study on. Paul Smith wanted to know why they were taking out Old in Cottonport. Thom Hamilton told the Commission it was redundant. Thom Hamilton wanted to know how the Commission would do the name change. Bruce Fleming told the Commission they would decide and then the name change would go to the City Attorney for City Council final decision. Downtown West Monroe Historic District would be the name. Tonya Hamilton told the Commission that the lady (Kristin Sanders from State Historic) said the name. Tonya Hamilton told the Commission that the application that was submitted on June 1, 2018 is null and void. Thom Hamilton thought someone said that the name was Downtown West Monroe Historic District. Tonya Hamilton told the Commission that the state would not accept the Old Cottonport Historic District name, it would have to be West Monroe Historic District or something of that nature. Bruce Fleming suggested The West Monroe National Historic District would give it more recognition. Kathy Ray made the motion to Approve the name of West Monroe National Historic District. Mary Keele seconded. All in favor, the APPROVAL of the name of West Monroe National Historic District to go before the West Monroe City Council with a FAVORABLE recommendation. Thom Hamilton wanted to know if the Commission wanted to vote on the Old Cottonport 1, 2, & 3 to change to Cottonport Historic District. Paul Smith made to motion to APPROVE the name change from Old Cottonport 1, 2, &3 to Cottonport Historic District. Patsy Edmondson seconded. All in favor, name change to be sent to West Monroe City Council with a FAVORABLE recommendation.

Patsy Edmondson wanted to take the time out to thank Mary Keele since she has worked with the Commission since 1993 and had some good information in her files. Patsy Edmondson would like to have a map of the downtown area with Bruce Fleming's phone and the Commission names (no phone numbers). Bruce Fleming told the Commission after all the new names for the downtown area are in place, he will work on it. Patsy Edmondson had some concerns about the Guerriero building (129 Commerce St.) he has a wooden board as a door. Also, the Tim Mickel building at (214 & 216 Trenton St.) has old papers in the windows. Thom Hamilton told the Commission that they are working on a vacant building ordinance, there is an ordinance already in place such as if a window is broken then put a board over it. Patsy Edmondson told the Commission that she would hope they would take care of this by Christmas. Thom Hamilton told the Commission that they could voice their opinions and he thought that the Code Enforcement may could help. Bruce Fleming told the Commission that Mayor Mitchell is working on a new approach. Patsy Edmondson spoke about the Keep West Monroe Beautiful and how they cleaned up buildings. Kathy Ray suggested calling Stuart at the West Monroe Chamber, he is over the Keep West Monroe Green and different entities.

As there was no further business to be discussed, the meeting was adjourned.