

HERITAGE PRESERVATION COMMISSION  
MINUTES  
November 6, 2017

MEMBERS PRESENT: Thom Hamilton  
Mary Keele  
Paul Smith

MEMBERS ABSENT: Kathy Ray  
Patsy Edmondson

OTHERS PRESENT: Bruce Fleming, Planning & Zoning Director  
Brenda Fletcher, Zoning Assistant  
Karen Laban  
Staci Albritton-Mitchell

The Monday, November 6, 2017, Heritage Preservation Commission meeting was called to order by Thom Hamilton. The minutes of the October 2, 2017, meeting were reviewed and were approved as printed.

**APPLICATION NO:** COA-17-70000009  
**APPLICANT:** Big Chief Mercantile/Gaylon Perry  
**LOCATION:** 305 B Wood St.  
**REQUEST:** Requesting Certificate of Appropriateness for Banner & Canopy on building in the Cottonport Historic District.

There was no one in attendance to speak regarding this application. Paul Smith discussed the size of the temporary banners that state "Big Chief Mercantile" in white lettering with a maroon background. The size of the two temporary banners are 2' x 6' each. One sign will be placed on each corner of the building at approximately 8' in height. The temporary banners had been approved prior to the Heritage Preservation meeting so as not to delay Mr. Perry from having signage for his business, and so that customers could locate the business. Bruce Fleming told the Commission that the temporary banners were approved for 6 months until Mr. Perry can get his permanent signage. The Commission discussed the canopy for the building. Paul Smith stated that the Canopy looked like a big project with approval from the Louisiana State Fire Marshal required, as well as a building permit required. Thom Hamilton told the Commission that since Mr. Perry is doing structural changes, the Commission is reviewing look of the Canopy to ensure that it is appropriate with the aesthetic of the current building. On another topic, the Commission was informed that Mr. Perry had removed his unapproved granite operation called Perry Home Designs and More from 305 Wood Street to 505 Coleman Avenue which is not located in a Historic District. He relocated all machines and granite from the Cottonport Historic District as instructed. A motion was made by Paul Smith to **APPROVE** the Certificate of Appropriateness for signage and canopy with the stipulation that Mr. Perry will have 6 months to replace the temporary banners with permanent signage and that he is required to have a building permit prior to erecting the canopy. Mary Keele seconded. All in favor, the Certificate of Appropriateness is granted.

**APPLICATION NO:** COA-17-70000010  
**APPLICANT:** Downtown West Monroe Revitalization Group  
**LOCATION:** 110 Trenton St.  
**REQUEST:** Requesting Certificate of Appropriateness for sign in the "Trenton Flowers" parking lot in the Cottonport Historic District.

Staci Albritton Mitchell told the Commission that the Downtown West Monroe Revitalization Group plans to locate a sign in the area near the "Trenton Flowers" Sculpture at 110 Trenton Street. The sign will list the Downtown West Monroe Revitalization Group's Title Sponsor and Charter Funding members. The lettering on the sign is blue and black with the Richland State Bank Logo in green and gold. The sign will be 4' x 8' and erected on wooden posts which will be either green or black. The sign will be metal. The City of West Monroe Sign Shop will print and install the sign. Staci Albritton Mitchell told the Commission that Doug Seegers, City of West Monroe Parks Director, advised to locate the sign in the "Trenton Flowers" area. A motion was made by Mary Keele to **APPROVE** the Certificate of Appropriateness. Paul Smith seconded. All in favor, the Certificate of Appropriateness is granted.

Staci Albritton Mitchell told the Commission the next project for the Downtown West Monroe Revitalization Group is a grant to help property owners in the Historic Districts improve the exterior of their property by supplying grant matched funds. The property owners would be required to have Heritage Preservation Commission Certificate of Appropriateness approval for any exterior changes. The group wants to have a Commission member to serve on the panel for grant allocation decisions.

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