



S A V A N N A H   H I S T O R I C   D I S T R I C T  
B O A R D   O F   R E V I E W

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS**

**Petitioner:** Southeast Roofing, Mandy Odum  
**MPC File No.:** 24-005745-COA  
**Address:** 341 Bull Street  
**PIN:** 20015 46008  
**Zoning:** D-R  
**Staff Reviewer:** Jonathan Mellon  
**Date:** December 31, 2024

**NATURE OF REQUEST:**

The applicant is requesting approval for the replacement of the roof for the property located at 341 Bull Street

**CONTEXT/SURROUNDING AREA:**

341 Bull Street was constructed in 1912 and is a contributing resource within the Savannah National Historic Landmark District and the local Savannah Downtown Historic District.

341 Bull Street was constructed as the Savannah Masonic Center and is a seven-story masonry (marble, terra cotta and brick) designed in the Neoclassical style with a classical tripartite composition, punched openings with a variety of window shapes and sizes, elaborately detailed columns and cornices, and given its use a number of Masonic symbols.

The surrounding context includes a notable collection of contributing masonry buildings along Bull Street and contributing masonry and frame buildings around the perimeter of Madison Square.

**FINDINGS:**

The following standards from the standards from the Sec 7.8 - Savannah Downtown Historic District Ordinance apply:

*Secretary of the Interior's Standards and Guidelines for Rehabilitation. Material changes to contributing resources and resources that are eligible for listing as contributing shall be evaluated by use of the current edition of the Secretary of the Interior's Standards and Guidelines for Rehabilitation as published by the U.S. Department of the Interior. In considering proposals for alterations to contributing resources, the documented original design of the resource may be considered.*

Staff Decision - Certificate of Appropriateness  
MPC File No. 24-005745-COA  
December 31, 2024

***Secretary of the Interior's Standards 2– Historic Character.*** *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

***Secretary of the Interior's Standards 3– Physical Record.*** *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

***Secretary of the Interior's Standards 4– Historic Changes.*** *Most properties change over time; those changes to a property that have acquired historic significance in their own right shall be retained and preserved.*

***Secretary of the Interior's Standards 5– Distinctive Features.*** *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*

***Secretary of the Interior's Standards 6– Deteriorated Features.*** *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

The standards are met. The proposed scope of work would include the replacement of the existing TPO roofing material which is not original and the installation of a TPO roofing material. The proposed scope of work would also include the installation of related flashing, and the in-kind replacement of the copper leader heads and downspouts.

***Visual Compatibility Criteria.*** *To maintain the special character of the Savannah Downtown Historic District as identified in the architectural survey and visual analysis, new construction and any material change in appearance shall be consistent with the standards, criteria and guidelines developed for the district. The applicable criteria below shall be used to assess new construction and material changes. These criteria shall not be the basis for appeal to any board, commission or administrator described in this Ordinance, or to the Mayor and Aldermen.*

***Relationship of materials, texture and color.*** *The relationship of materials, texture and color of the facade of a building or structure shall be visually compatible with the predominate materials, textures, and colors used on contributing buildings and structures to which the structure is visually related.*

The standard is met. The proposed scope of work would include the replacement of the existing TPO roofing material which is not original and the installation of a TPO roofing material and related flashing and in-kind replacement of the copper leader heads and downspouts to match the existing colors which would be visually compatible with the contributing buildings to which it is related.

***Roof shapes.*** *The roof shape of a building or structure shall be visually compatible with the contributing buildings and structures to which it is visually related.*

The standard is met. The proposed scope of work would not include any alterations to the flat roof shape.

Staff Decision - Certificate of Appropriateness  
MPC File No. 24-005745-COA  
December 31, 2024

***Savannah Downtown Historic District Design Standards.*** *The intent of these standards is to ensure appropriate new construction, additions, and alterations within the Savannah Downtown Historic District. They are not intended to promote copies of the architectural designs of the past, but to encourage contemporary designs that protect and complement existing contributing resources. They are further intended to protect the historic integrity of the contributing resources.*

*The following design standards shall apply to new construction, additions, alterations to contributing and non-contributing buildings and structures, unless otherwise specified. Though certain building materials are prescribed herein, the Board may approve alternative materials that are not listed as prohibited upon a showing by the applicant that the material or product is visually compatible with historic building materials and has performed satisfactorily in the local climate.*

*For the purposes of evaluating the visual compatibility and design standards of exterior fenestration, where voids (windows, doors, and storefronts) in the exterior façade are substantially blocked by interior walls or built-in furniture, these may be considered part of the exterior wall if they are built within three feet of the exterior wall. For example, if an interior wall is built abutting the storefront, that interior wall is impacting the exterior design of the fenestration and may be subject to review by the Historic Board of Review.*

***Roofs, Contributing Resources.***

***Roofs, Configuration.***

*Original roof configuration shall be maintained.*

*Skylights, roof decks, pergolas and roof vents shall be permitted only on the roof plane opposite the street, or when screened from public view and shall not damage or obscure character-defining features.*

*Dormers shall not damage or obscure character-defining features and shall reinforce the existing historic window pattern.*

The standard is met. The proposed scope of work would not include any alterations to the configuration of the flat roof shape which is largely obscured from view by the parapet.

***Roofs, Materials.***

*Original roof material shall be repaired rather than replaced, provided however, if the degree of degradation does not allow repair, the degradation shall be photographically documented and verified by the Planning Director, and the new roof shall be of the same material and configuration as the original (except wood or asbestos).*

*Metal roofs shall have a metal drip edge covering all edges.*

The standard is met. The proposed scope of work would include the replacement of the existing TPO roofing material and related flashing which is not original and the installation of a TPO roofing material and in-kind replacement of the copper leader heads and downspouts to match the existing colors which would be visually compatible with the contributing buildings to which it is related.

Staff Decision - Certificate of Appropriateness  
MPC File No. 24-005745-COA  
December 31, 2024

**STAFF DECISION:**

Upon the provision of the City of Savannah Zoning Ordinance, Article 3.19.7, the Preservation Officer (MPC Executive Director designee) does hereby approve a roof replacement at 341 Bull Street as submitted because the work is visually compatible and meets the standards.

Signed by:  
  
2F9E382CB8894EE...  
Jonathan Mellon  
Director of Historic Preservation

December 31, 2024  
Date

DocuSigned by:  
  
A1B98DC12DFE42A...  
Melanie Wilson, Executive Director and CEO  
Chatham County-Savannah Metropolitan Planning Commission

December 31, 2024  
Date

This decision will expire on December 31, 2026.

**\*\*Petitioner may be required to obtain a building permit and/or encroachment agreement in addition to the Certificate of Appropriateness. (Note: Prior to the issuance of the building permit, all plans submitted for the permit must display the Certificate of Appropriateness stamp certifying that they are consistent with the plans approved by the Historic District Board of Review. It is the Petitioner’s responsibility to submit plans for a permit to the Preservation Officer for the Certificate of Appropriateness stamp.)**

**\*\*The Certificate of Appropriateness approval card must be posted at all times during construction in a location next to the building permit card and clearly visible to the public.**

# CERTIFICATE OF APPROPRIATENESS

Historic District: Downtown

File #: 24-005745-COA Approval Date: December 31, 2024

Address: 341 Bull Street

Work Approved:

**Roof Replacement**

**Note: This should be posted in a conspicuous location next to the building permit & visible to the public. Remove this sign once the work has been completed.**



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# NEXT STEPS

You have received a Certificate of Appropriateness for exterior work within an Historic District ...  
what are the next steps?

## **You may need a building permit.**

**Contact the City of Savannah *Development Services Department* at 20 Interchange Drive (912)-651-6530 to determine if a building permit is required. If a building permit is required, we will need to stamp your permit plans.**

Please submit (1) digital set of permit plans to the MPC's *Historic Preservation Department* for a stamp. The electronic copy may be emailed to [historic@thempc.org](mailto:historic@thempc.org).

## **You may also need an encroachment permit.**

**If your project encroaches into the public right-of-way, you will also need an encroachment permit. Contact the City of Savannah *Real Estate Services Department* at 20 Interchange Drive (912)-651-6524 to determine if an encroachment permit is required.**

Please contact the MPC's *Historic Preservation Department* at (912)-651-1440 or [historic@thempc.org](mailto:historic@thempc.org) if you have any questions regarding the review, and/or stamping, of permit plans.